

DOCUMENT RESUME

ED 352 203

PS 021 030

AUTHOR Gellert, Sandra; Hollestelle, Kay
TITLE Family Day Care Licensing Study, 1992. Family Day
Care Advocacy Project.
INSTITUTION Children's Foundation, Washington, D.C.
PUB DATE Aug 92
NOTE 134p.
AVAILABLE FROM The Children's Foundation, 725 Fifteenth Street, NW,
Suite 505, Washington, DC 20005-2109 (\$20, plus \$3
shipping and handling).
PUB TYPE Reports - Descriptive (141)
EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Definitions; Discipline; Early Childhood Education;
*Family Day Care; Immunization Programs; Individual
Needs; National Surveys; State Agencies; *State
Legislation
IDENTIFIERS Caregiver Qualifications; Caregiver Training; *Day
Care Licensing; Day Care Registration; Medical
Consent Forms; Sick Child Care; *State Regulation

ABSTRACT

The results of a 1992 nationwide survey of state regulatory agencies that are presented in this report serve to update information on the licensing of family day care homes that was gathered in 1991. Terms relevant to family day care are defined; commonly asked questions about family day care are answered; and regulatory requirements for family day care providers are listed. The bulk of the report consists of descriptions of the family day care regulations for each state and the District of Columbia. Information contained in these descriptions is organized into 15 categories: (1) number of homes providing day care; (2) regulations and requirements; (3) training and orientation; (4) provider qualifications; (5) infant care; (6) sick child care; (7) special needs care; (8) before and after school care; (9) discipline; (10) immunization policy; (11) emergency medical consent; (12) the National Life Safety Fire Code; (13) zoning; (14) local contact; and (15) pending legislation. It is concluded that there is no uniform way in which states regulate family day care. A list of state regulatory agencies is appended. (BC)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

X This document has been reproduced as
received from the person or organization
originating it.

Minor changes have been made to improve
reproduction quality.

Points of view or opinions stated in this docu-
ment do not necessarily represent official
OEI position or policy.

PERMISSION TO REPRODUCE THIS
MATERIAL IN MICROFORM ONLY
HAS BEEN GRANTED BY

Sandra
Gellert

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)

1992 FAMILY DAY CARE LICENSING STUDY

Introduction

The 1992 Family Day Care Licensing Study contains the results of a nationwide survey of state regulatory agencies to update family day care licensing information gathered in 1991. Information on both small family day care homes and large family day care homes (LFDDH) is included.

The data collected has been increased this year and is organized into fifteen categories: Number of Homes, Regulations and Requirements, Training and Orientation, Provider Qualifications, Infant Care, Sick Child Care, Special Needs Care, Before and After School Care, Discipline, Immunization Policy, Emergency Medical Consent Form, National Life Safety Fire Code, Zoning, Local Contacts, and Pending Legislation. Under the category of regulations and requirements, we have included the specific regulations that exist for large family day care homes. LFDDH still must adhere to all regulations that apply to FDDH unless otherwise noted.

The 1992 Study reflects the many changes in the regulations in the states as a result of the guidelines for the Child Care and Development Block Grant. You will find that many states have changed all or part of their regulations or in the process of carrying out that task. Many states have new regulations in promulgation; still others will be implementing new regulations later this fall or in January, 1993. Where possible we have tried to indicate this information under Pending Legislation.

Several states do not have available the number of family day care homes in a particular category of regulation. This is because they are changing from one kind of regulation to another, or from no regulation at all to some form of regulation, and it is too soon to provide that information. Where there information was not available or only approximate, we have attempted to indicate.

We acknowledge that the 1992 Study is up-to-date only as of the date that the information was supplied by each state. Because of the many changes still in process, we plan to up date this publication earlier in 1993.

The overriding conclusion to be drawn from this study is that there is no uniform way in which states regulate family day care and that for each category there are a number of variables and exceptions to be found, even when states define the categories in very similar ways. This should not come as a surprise to anyone, but it does underscore the difficulty of getting a 'status quo' on family day care throughout the country.

It is the intention of The Children's Foundation that the information in this study be useful to child care providers, advocates, the media, and policy makers as each group makes decisions about or works on behalf of children and families.

AUGUST, 1992

Methodology

This Study is an annual update of information originally compiled in 1976. The data was secured from the central regulatory agency in each of the 50 states and the District of Columbia. The agencies were asked to verify the information we had gathered in the 1991 Study and answer additional new questions on family day care homes and large family day care homes. This mailing took place during the month of May, 1992.

After this information was gathered, proof sheets were sent back to the regulatory agencies for verification. Verification took place during the months of June and July. If a state has two asterisks (**) after the state name, it means that the state did not verify the information by date of press.

The name and address of the state agency that supplied and/or verified the information for each state is located at the top of each state's fact sheet. A complete list of the state contacts is listed at the end of the Study.

Acknowledgments

We are grateful to the various child care officials in state agencies across the country who took time out of their busy schedules to provide and verify the information contained in this Study.

We would also like to thank Sandra Gellert, who gathered, collated, and compiled the information contained in this year's update.

We hope that this Family Day Care Licensing Study will be of continuing value to those working in the all areas of family day care profession.

Kay Hollestelle
Executive Director

Definitions

These definitions are the ones established and used by The Children's Foundation for this Licensing Study. We have attempted to be as clear and precise as possible, but variations do exist from state to state. Please refer to individual state data or secure complete state regulations if questions arise.

CERTIFICATION/APPROVAL: Refer to definition of Registration. For all practical purposes is the same as registration but often linked to providers receiving public funds.

FAMILY DAY CARE HOME (FDCM): A child care arrangement in which usually up to six children are cared for in the home of the caregiver. Preschool children of the caregiver are counted as part of the group being served. State laws vary in determining the maximum number of children allowed in the home. The age of the children is sometimes used in establishing maximums.

INFANT: A child twenty-four months (2 years) old or younger.

LARGE FAMILY DAY CARE HOME (LFDCH): A child care arrangement in which a provider usually cares for from seven to twelve children in the home of the provider with an assistant(s) present. Some states refer to these homes as GROUP HOMES.

LICENSING: The granting of formal permission by a designated state or local agency to an individual or legal entity to operate a child care facility. The state/local agency has the authority to ensure that standards are being met, set procedures for revoking a license and provide appeal mechanisms. In addition to the inspections carried out by the licensing agency, local fire and health departments also carry out on-site inspections of family day care homes. Generally, a license is issued and renewed as long as all of the applicable regulations are being met. The purpose, then, is to protect vulnerable consumers by setting a minimum floor for reasonably safe service.

ORIENTATION: An introduction to the profession of family day care offered to prospective providers. The state regulations regarding family day care, an overview on how to establish a family day care home, and the responsibilities of family day care providers are all topics that are normally covered in an orientation. Orientations are usually provided by local regulatory agencies.

PROVIDER: An individual who provides child care for payment to unrelated children in her/his own home.

REGISTRATION: Type 1: Registration is a form of regulation that stresses caregiver self-inspection and parent awareness. It is intended to identify service providers that the government cannot or chooses not to license. The

process works in the following way: Registration standards are determined.

(Generally standards used in licensing). When the provider receives information detailing these standards, she/he does a self-study to determine whether these standards are met. This study usually includes self-certification that the provider has met certain fire and health standards. On receipt of this information by the regulating agency, the FDOH is considered to be registered and has permission to operate. Inspections in many cases are not made unless a complaint is lodged. In some instances, parents are provided with a copy of the regulations and a form for filing a complaint.

Type 2: In some states, registration is a simple sign-up procedure where operating FDOHs are listed with the regulatory agency. These homes are not required to meet specified day care standards.

SELF-CERTIFICATION: Self-certification is a process where a potential provider gets a form from the proper licensing agency, fills it out as it pertains to the potential FDOH, usually needs to get the form notarized, and then returns the form to the licensing agency.

SYSTEM: Any sponsoring organization who approves family day care homes as members of its system. Systems refer children to available homes in that system, provide administrative functions (technical assistance, evaluation, supervision, inspection, etc.) to homes in that system, and make referrals of children to available health and social services.

TRAINING: Mandatory instruction received by practicing family day care providers on topics such as child development, child abuse identification, program planning, first aid, CPR, and health and safety. Only some states require training prior to licensure or registration. The number of training hours and whether the training is required annually differ among the states.

ZONING: A form of land use restriction which has as its purpose the protection of private property values or neighborhood characteristics. Increasingly becoming a barrier to provision of family day care when local jurisdictions do not allow this care as a permitted use of residence.

1992 FAMILY DAY CARE LICENSING STUDY

Questions and Answers Summary

In this section, the data is presented in a question and answer format in order to address some of the most frequently asked questions about family day care regulations in the United States. We invite you to refer to the study itself for details on each state, as well as other information.

Q - How many regulated family day care providers are there in the United States?

A - The results of our survey indicate that there are currently 265,347 regulated family day care providers (*) in the United States. This figure includes small and large homes. Of that figure, 34,850 have large family day care homes (LFDCH), sometimes also referred to as group family day care homes. The 1991-92 National Directory of Family Day Care Associations and Support Groups indicates that providers are being represented and/or supported by over 1300 associations and support groups throughout the country.

(*) LA, MS and VA have new voluntary registration programs just starting and KY has a mandatory certification program just under way for FDCH. The number of FDCH were not available from the states at press time. LA did indicate that they had a few thousand ready to be input into their computers.

Q - In terms of regulation, how many states license, register, or certify family day care providers?

A - Some states have chosen one form of regulation exclusively while others have chosen combinations of two methods of regulation depending on whether a day care home is small or large, and whether it receives public funds or not. In addition, a few states give providers the choice between two methods of regulation.

Eighteen states, 35%, use licensing exclusively: AL, AK, CA, CO, DC, IL, IN, MN, MO, NV, NH, NM, ND, OK, TN, UT, WA, and WV.

Thirteen states, 25.5%, use a combination of registration and licensing: FL, HI, KY, KS, ME, MI, NC, NY, PA, SC, SD, TX, and VT.

Six states, 12%, use registration exclusively: CT, GA, MD, MA, MT, and WV.

Three states, 6%, use a combination of certification and licensing: OH, RI, and WI.

Three states, 6%, use a combination of licensing and voluntary registration: AR, MS, and VA.

Two states, 4%, use self-certification exclusively: DE and NE.

Two states, 4%, use voluntary registration exclusively: LA and NJ.

One state, 2%, uses a combination of voluntary registration and certification: OR.

One state, 2%, uses a combination of voluntary licensing and mandatory certification: ID.

One state, 2%, uses a combination of certification and alternate approval: AZ.

One state, 2%, uses a combination of voluntary registration and mandatory registration: IA.

Q - How many states have established provisions for LFDCH (large family day care homes)?

A - Thirty-nine states, 76%, have LFDCH. These states are: AL, AZ, AR, CA, CO, CT, DE, HI, IA, ID, IL, IN, KS, KY, ME, MI, MN, MS, MT, NE, NV, NH, NM, NY, NC, ND, OH, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, and WY.

Q - How many states have a provider/infant ratio of 1:2 or 1:3? (The Children's Foundation's definition of infant is a child 24 months or younger.)

A - Twenty-eight states, 55%, have a 1:2 or 1:3 ratio for provider to infants. These states have a 1:2 ratio: AR, AZ (DES), CT, DC, KY, MA, MD, ME, NM, NY, OH, OR, PA, UT, VT, WA, WV, WY. HI, MI, RI and NE also have a 1:2 ratio but these states define an infant as a child 18 months and younger. MN has a 1:2 ratio, but defines an infant as a child 12 months and younger; with 5 children 1 infant is allowed, and with 6 children 2 infants are allowed. AK has a 1:2 ratio, but defines infants as children 30 months and younger. NV has a 1:2 ratio with children under 12 months and a 1:4 ratio with children under 24 months.

These states have a 1:3 ratio: CA, IL, NJ.

Q - How many states have no training requirement for providers?

A - Twelve states, 23%, have no training requirement for providers at all. They are: AZ (DES), CA, HI, ID, IL, MA, MS, MO, OK, OR, SC, and VA. Of those, the following, AZ (DES), CT, MD, ND, OR, and WA do require training for LFDC providers.

Q - How many states require potential providers to participate in an orientation session(s)? Do any states require both orientation and training?

A - Sixteen states, 31%, require attendance at an orientation session: AK, AZ, CA, DE, HI, LA, MD, ME, MI, NY, OR, TN, TX, VT, and WA. PA requires orientation for LFDCH.

Thirteen states, 25.5%, require both orientation and training: AK, AZ (DES), DE, LA, MD, ME, MI, NY, TN, TX, VT, and WA. PA requires both LFDCH.

Seventeen states, 33%, do not require prospective family day care providers to attend orientation. These states are: AL, AR, CO, CT, DC, FL, GA, HI, ID, IL, IN, MA, MS, MO, MT, SC, and SD.

The remaining states made no specific mention of any orientation requirements.

Q - What is the age requirement to be a family day care provider?

A - The majority of the states, 78%, require that a person be at least 18 years of age to be a family day care provider. A few states have higher age requirements: AL, AK, NE, and WY require that a provider be 19 years old; CT requires that a person be 20 years old; AR, GA, IN, KY, MS, and TX require that a person be 21 years old to be a provider. In AZ (DHS), NC, RI, SC, and SD only LFDCH providers must also be 21 years old. Only one state puts a top range on its age limit of eligibility: in DC a person can be no older than 71 years.

Q - How many states require either a physical examination and/or a TB test of potential providers?

A - Thirty-nine states, 76%, have a physical exam and/or TB test requirement. The states that have no such requirement are: GA, ID, IN, LA, MS, MT, ND, OH, OR, TX, VT, and WA.

Q - How many states screen potential providers through criminal record checks, fingerprinting, or the Child Abuse Registry?

A - Forty-two states, 82%, have some sort of criminal records check. These states are: AK, AZ, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, MA, ME, MD, MI, MN, MS, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OR, PA, RI, SC, SD, TX, UT, VT, VA, WA, WV, and WI.

AL: not required unless someone in the household or provider admits to being arrested, charged, or convicted of a criminal offense.

ID: criminal record checks are done for those providers who have not been continuous residents of the county three years prior to application or employment in the day care home.

Q - How many states have square footage of space requirements, both inside and outside the home? What are the requirements?

A - Thirty-four states, 67%, have some sort of space requirements. Twenty-four of these states require a minimum of 35 square feet per child inside the family day care home and have various outdoor requirements. These states are: AR, CO, DC, GA, HI, ME, MI, MN, MS, MO, MT, NE, NV, NH, NM, ND, OH, OK, OR, RI, UT, WA, WI, and WY. Another ten states have unique space requirements: AZ, KS, KY, MA, NC, PA, SC, SD, TN and VT. Refer to each state's listing for the specific requirements.

Q - How many states have regulations specifically for sick child care?

A - Thirty-two states, 63%, have some sort of regulations regarding sick child care. These states are: AK, AZ (DES), AR, CA, CO, CT, DE, FL, IL, IN, IA, KS, KY, MI, MS, MO, NH, ND, NV, OH, OK, OR, PA, RI, SC, SD, TX, UT, VA, WA, WI and WY. Of these states, DE and MO have regulations for facilities that are expressly for sick children only.

Q - How many states have regulations regarding special needs care?

A - Only eight states, 15%, have any specific regulations regarding the care of special needs children: AR, ME, MD, MT, NH, NM, OH, and PA. Two additional states are developing regulations: IL and MA.

Q - How many states require children in family day care homes to be current in their immunizations?

A - Only five states, 10%, have no requirement for child immunizations. They are: CA, CO, LA, NJ, and NE. Two additional states, ME and SC require them for licensed providers but not for registered providers. OH does not require for Type B homes, but for all others; AK does not require them at present, but legislation is pending. Many states have provisions for religious exemptions.

The 1992 Family Day Care Licensing Study is available from The Children's Foundation, 725 Fifteenth Street, NW, Suite 505, Washington, DC, 20005-2109. The cost is \$20.00 plus 15% for shipping and handling. All orders must be prepaid; US currency only.

No portion of this Study may be copied without the written permission of The Children's Foundation.

REGULATORY REQUIREMENTS FOR SMALL FAMILY DAY CARE PROVIDERS

<u>State</u>	<u>Type of Regulation</u>	<u>Children Allowed in the Home</u>
Alabama	licensing	1-6
Alaska	licensing	1-4 exempt 5-6
Arizona	certification -DES -DHS	1-4 1-4 exempt
Arkansas	voluntary registration licensing	1-5 6-7
California	licensing	1-6
Colorado	licensing	1-6 + 2 B&A School
Connecticut	registration	1-6 + 3 B&A School
Delaware	self-certification	1-6
District of Columbia	licensing	1-5
Florida	licensing (if receiving public funds) registration	1-5 + 5* B&A School
Georgia	registration	1-2 exempt 3-6
Hawaii	registration	1-6
Idaho	voluntary licensing	1-6
Illinois	licensing	1-3 exempt 4-8
Indiana	licensing	1-5 exempt*
Iowa	voluntary registration	1-6
Kansas	registration	1-6
Kentucky	voluntary registration certification	1-3 4-6

Louisiana	voluntary registration (to participate in CACFP)	1-6
Maine	licensing/registration (provider's choice)	1-2 exempt 3-12*
Maryland	registration	1-8
Massachusetts	registration	1-6
Michigan	registration	1-6
Minnesota	licensing	1-9*
Mississippi	voluntary registration	1-5
Missouri	licensing	1-10
Montana	registration	1-6
Nebraska	self-certification	1-8 + 2 B&A School
Nevada	licensing	1-4 exempt 5-6
New Hampshire	licensing	1-6 + 3 B&A School
New Jersey	voluntary registration	1-8
New Mexico	licensing	1-4 exempt 5-6
New York	registration	1-2 exempt 3-6
North Carolina	registration	1-2 exempt 3-5 + 3 B&A School
North Dakota	licensing	1-5 exempt 6-7 + 2 B&A School
Ohio	certification, if receiving public funds	1-6
Oklahoma	licensing	1-7
Oregon	voluntary registration	1-10*
Pennsylvania	registration	1-3 exempt 4-6
Rhode Island	certification	1-6*

South Carolina	licensing/registration (provider's choice)	1-6
South Dakota	registration, if receiving public funds	1-12
Tennessee	licensing	1-7
Texas	registration	1-6 + 6 BSA School
Utah	licensing	1-3 exempt 4-6
Vermont	registration, if children from more than 2 families	1-6 + 4 BSA School
Virginia	voluntary registration or approval city/county DES or DPW	1-5
Washington	licensing	1-6
West Virginia	registration, if receiving federal funds, otherwise	1-6 4-6
Wisconsin	certification, if receiving public funds licensing	1-3 4 or more
Wyoming	licensing	1-6

* See individual state listing for breakdown by ages.

REGULATORY REQUIREMENTS FOR LARGE FAMILY DAY CARE PROVIDERS

<u>State</u>	<u>Type of Regulation</u>	<u>Children Allowed in the Home</u>
Alabama	licensing	7-12
Alaska	in development	
Arizona	certification - DHS	10-15
Arkansas	licensing	6-16
California	licensing	7-12
Colorado	licensing	7-12
Connecticut	registration	7-12
Delaware	self-certification	7-11
District of Columbia	no provision	
Florida	no provision	
Georgia	no provision	
Hawaii	licensing	7 or more*
Idaho	certification	7-12
Illinois	licensing	9-12
Indiana	licensing	10-12
Iowa	registration	7-11
Kansas	licensing	10-12
Kentucky	licensing	7-12
Louisiana	no provision	
Maine	licensing/registration (provider's choice)	3-12*
Maryland	no provision	
Massachusetts	no provision	
Michigan	licensing	7-12

Minnesota	licensing	10-14
Mississippi	licensing	6-15
Missouri	no provision	
Montana	registration	7-12
Nebraska	self-certification	9-12*
Nevada	licensing	7-12
New Hampshire	licensing	7-12
New Jersey	no provision	
New Mexico	licensing	7-12
New York	licensing	7-12
North Carolina	registration	6-15*
North Dakota	licensing	8-18*
Ohio	licensing	7-12
Oklahoma	no provision	
Oregon	certified	7-12*
Pennsylvania	licensing	7-12
Rhode Island	licensing	7-12
South Carolina	licensing	7-12*
South Dakota	licensing	13-20
Tennessee	licensing	8-12
Texas	licensing	7-12
Utah	licensing	7-12
Vermont	licensing	7-12
Virginia	licensing	6-9*
Washington	licensing	7-12
West Virginia	no provision	

Wisconsin

no provision

Wyoming

licensing

7-11

* See individual state listing for breakdown by ages.

STATE BY STATE BREAKDOWN
OF
FAMILY DAY CARE REGULATIONS

ALABAMA

Information

Supplied By: Ms. Betty Maxwell
Dept./Human Resources-ODCCD
50 Ripley St.
Montgomery, AL 36130
(205) 242-1425
Fax: 205-242-1086

Number of Homes

3,000 (approximate) family day care homes

Regulations and Requirements

- Requires licensing; no fee; renewal every two years.
- Staff/child ratio is 1:6; family members not included.
- Liability insurance not required.
- Substitute caregiver system required before licensing; substitute caregiver not required to be licensed.
- Homes inspected before license is granted; subsequent on-site visits annually; no advance notice required for on-site visit.
- No space requirement.
- Provisions for LFDDH have been set. Have group day care homes with 2:12 ratio.

Training and Orientation

- Licensing includes a training requirement. Four hours of training every two years, documentation required.
- Orientation for prospective providers not required but is conducted in some counties.

Provider Qualifications

- Provider must be at least 19 years old.
- Provider required to have physical exam initially and every four years.
- Family members must have physical exam initially if they are involved with the child care and every four years thereafter.
- Three written references required before licensing.
- No criminal record checks are done unless the provider or anyone in the household admits to being convicted of a criminal offense.

Infant Care

- No special regulations

Sick Child Care

- No special regulations

Special Needs Care

- No special regulations

Before and After School Care

- Licensing law prohibits any time overlap period when before and after school children are integrated into homes caring for preschool children. Child/staff ratios must be maintained at all times.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children in family day care homes are required to have age appropriate immunizations. Provider's responsibility to see that child's immunization record is current and accurate.

Emergency Medical Consent Forms

- Providers are required to have parents sign emergency medical forms, but it is not required that these forms be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Day care homes must comply with local ordinances.

Local Contact

- County Department of Human Resources.

Pending Legislation

- None.

ALASKA

Information

Supplied By:

Jeanie Henry
DHSS - DFYS
P.O. Box 110630
Juneau, AK 99811-0630
(907) 465-3207

Number of Homes

425 family day care homes (approximate)
300 family day care homes on military installations

Regulations and Requirements

- Licensing required for 5 or more unrelated children; no fee.
- Licenses renewed biennially through reapplication/annual monitoring.
- Family Child Care Home (FCCOH) provider may care for maximum of 6 children unrelated to the provider; maximum of 2 may be under 30 months of age, regardless of ages of other children cared for.
- Liability insurance not required.
- Substitute providers may be arranged; substitutes must meet same requirements as primary providers unless substitutes are providing care in the case of an emergency. There must be emergency care arrangements.
- Inspections of day care homes occur before licensure; subsequent visits annually - announced and unannounced visits occur.
- Development of regulations for FCCOH now in process.

Training and Orientation

- FCCOH providers must have first aid and CPR training prior to licensure.
- Orientation is provided for potential providers who reside in large communities - licensing regulations, licensing process, and a time for questions and answers included in orientation.
- Training is offered by some profit and nonprofit groups in the more populated sections of Alaska; difficult to have uniform training regulations because of the population dispersment in the state.
- Special training offered for providers who include disabled children/infants in their care.

Provider Qualifications

- FCCOH provider must be 19 years old.
- Physical exams required of prospective providers only if deemed necessary; TB test is required.
- Three positive written references required.
- Potential providers and other adults in home must sign statement verifying that they have no criminal record.
- No criminal record check or fingerprinting done, unless special circumstances warrant a check.
- Access to arrest data is planned.
- Fingerprinting is under discussion, but no decision has been reached.

Infant Care

- No special regulations.
- Pending regulation changes.

Sick Child Care

- A child care facility may not admit a child who shows signs of illness.
- Shall notify parent if child becomes too ill to remain in facility so child may be picked up as soon as possible.
- A facility that allows mildly ill child to remain in facility shall:
 - provide a place where child may rest or play quietly apart from other children, yet under adult supervision.
- A facility shall inform parent if child is exposed to communicable disease or contagious conditions.

Special Needs Care

- No special regulations

Before and After School Care

- No special regulations.
- No overlap period allowed when integrating before and after school children in home caring for preschoolers; required child/staff ratios maintained at all times.

Discipline

- Corporal punishment limited and requires parental consent.

Immunization Policy

- None currently, pending legislation.

Emergency Medical Consent Forms

- Parents are required to sign emergency information cards, but giving emergency medical consent is optional; they are not required to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FCCM must comply with local ordinances.

Local Contact

- Alaska Division of Family and Youth Services, Department of Health and Social Services, (907) 465-3207.

Pending Legislation - Regulation Changes

- Provider will not be allowed to care for more than 8 children including provider's own; no more than 3 under 30 months; no more than 2 non-ambulatory.
- Smoke detectors will be required to be wired into building's electrical system.
- Family Child Care Group Home Category will be created (2 caregivers and 9 - 12 children); no more than 5 children under 30 months; no more than 4 non-ambulatory.
- 5 hours of training required annually for family providers.
- Guidelines for identifying 'mildly ill' children included.
- Age for administrator of family home change from 19 to 18.
- Criminal history background check, state and federal, required for group home administrators.
- Family child care home administrator must be 18 years old; group home administrator must be 21 years old.
- Immunization records required in family day care homes and groups homes.

ARIZONA

**Arizona has two regulatory agencies for family child care: The Department of Economic Security regulates providers caring for 1 - 4 children at a time for compensation. The Department of Health Services regulates providers caring for 5 - 10 children for compensation. Each agency is listed separately.

Number of Homes

1,395 DES family child care homes
115 DHS group family day care homes

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Information
Supplied By:

Judie Chalfin
Department of Economic Security (DES)
Child Care Administration, Site Code 801A
P.O. Box 6123
Phoenix, Arizona 85005
(602) 542-4259

Regulations and Requirements

- FDCH caring for DES-subsidized children must be certified; no fee. DES certification is renewable each year. Exception: Those clients qualifying under FSA, At-Risk and CCDBG requirements may elect to use the services of relative providers who are not certified with DES.
- Provider who cares for 5-10 children at a time for compensation (residential facility) certified as a Group Home or a provider caring for more than 10 children for compensation (residential facility); more than 4 (non-residential) must be licensed by DHS [listed separately].
- FDCH must indemnify, and save harmless the State of Arizona and its departments, agencies, boards and commissions and all officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description including any attorney's fee and/or litigation expenses, which may be brought or made against or incurred by the State of Arizona on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part by reasons of any alleged act, omission, professional error, by it, any employee, agent, or any representative or subcontractor, their employees, agents, or representative or subcontractor, their employees, agents, or representatives in connection with or incident to the performance of the Agreement.
- FDCH shall name the State of Arizona as an additional insured.
- Names of substitute caregivers must be submitted to DES upon certification of family child care providers; these caregivers are back-up providers and must have criminal record check and be fingerprinted.
- Home inspections occur prior to certification; there are subsequent quarterly visits, announced or unannounced.

- Space requirements: No specific square footage requirements for certification of family child care homes; family child care home space must be adequate. The certification worker may decide to reduce the number of children allowed to be cared for in the home because of size of the home, size of the rooms, etc.

Training and Orientation

- No training is required by DES at this time; voluntary training is available.
- Orientation session is required for DES and DHS prospective providers.

Provider Qualifications

- FDC provider must be at least 18 years of age.
- Physical exam required before provider can operate FDCH.
- Three references required.
- Criminal record check and fingerprint check required of prospective provider and family members and other household residents age 18 or older and back-up providers; fee is presently \$23/person which provider must pay.

Infant Care

- DES certified family day care provider may care for no more than 2 children under age 2 at any one time.

Sick Child Care

- No special DES regulations. DES FDCH certification policy allows care of a child with a contagious illness when plans are based on competent medical advice and other children will not be endangered. A child who becomes ill while in care is to be isolated. The provider must notify the parent or responsible person as soon as possible. Provision of medical treatment is the responsibility of the parent/guardian. Emergency medical care plans are to be worked out between the parent and provider.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations
- No regulations which provide for time overlap for before and after school children; child/staff ratios must be maintained at all times.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Immunizations and record of them required, or exemption affidavit.
- Provider required to maintain current records.

Emergency Medical Consent Form

- Forms required, but do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDCH must comply with local ordinances; local jurisdictions responsible for enforcement.

****ARIZONA DEPARTMENT OF HEALTH SERVICES REGULATIONS**

Information

Supplied By:

Yvonne Walker
Day Care Home Team Leader
DHS - OCOCL
100 West Clarendon
Phoenix, AZ 85013
(602) 255-1272

Regulations and Requirements

- DHS certifies group homes in Arizona. These certified group home providers may care for up to ten children from birth through age 12 not related to the provider, at any one time, and there may be a total of 15 children in care at one time, including children related to provider.
- One caregiver for each five children; no age specific child/staff ratios.
- Certification good for 3 years; fee \$30.
- Minimum of 3 inspections during the first year; minimum of 2 unannounced per year thereafter.
- Liability insurance required.
- Space requirements: inside - 30 sq. ft. open space per child; outside - 80 sq. ft. fenced space per child.
- Fire and gas inspection.
- Minimum program and equipment standards.
- Special swimming pool requirements.
- Play area must be fenced.
- Complaint investigation.

Training and Orientation

- Current CPR and child care first aid required.
- 8 hours annual training required.
- Health and safety orientation required.

Provider Qualifications

- High school or equivalent required.
- Minimum age requirement for provider is 21.
- Written references on all staff required.
- TB skin tests required for all providers and household members.
- All adults in home and staff required to be fingerprinted, registered with department, and background checked.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No provision for overlap time; child/staff ratios must be maintained.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Immunizations and record of them required or exemption affidavit.
- Provider responsible to notify parents in writing at least quarterly about immunizations which are due and must keep a record of notification.

Emergency Medical Consent Forms

- Forms required, but do not have to be notarized.

National Life Safety Fire Code

- No adopted.

Zoning

- Must comply with all local ordinances; local jurisdictions responsible for enforcement.

Information for Both DES and DHS

Local Contact

- Day Care Group Home Certification - Department of Health Services, Office of Child Day Care Licensure.
- Family Day Care Home Certification - Department of Economic Security, Division of Children and Family Services, Child Care Admin.

Pending Legislation

- 1992 Zoning pre-emption bill introduced into the House.

ARKANSAS

Information Supplied By:

Virginia S. Reid
Div/Children and Family Services
P.O. Box 1437, Slot 720
Little Rock, AR 72202
(501) 682-8590

Number of Homes

603 licensed family day care homes
940 registered family day care homes
60 (approximate) large family day care homes

Regulations and Requirements

- Licensing required if provider cares for 6 or more children from more than one family; fee is \$15 annually and goes to Child Care Provider Training Fund; license renewed bi-annually.
- Voluntary Registration for homes exempt from licensure (caring for 5 or less children).
- One provider may care for up to 10 children in FDCH if all are over age 3.
- If 2 children are under age 2, maximum of 7 permitted in FDCH.
- Preschool family members included in all ratio numbers.
- Liability insurance not required, highly recommended.
- Substitute caregivers required before licensing; do not have to be licensed.
- FDCH inspected before licensure; subsequent inspections 4 times per year conducted at random, announced and unannounced.
- Space requirements: 35 sq. ft. indoors; 75 sq. ft. outdoors.
- Large Family Day Care Homes:
 - Can be licensed for up to 16 children.
 - Provider/child ratios:
 - 2: 11-14 (with no more than 4 children under 2 years).
 - 2: 15-16 (with no more than 2 children under 2 years).
 - Health and fire approvals mandatory when licensed for more than 10.

Training and Orientation

- Six hours of training annually is required.
- No formal orientation program for potential providers.
- Self-instructional Child Care Training Modules available from the Division.

Provider Qualifications

- FDC provider must be 21 years of age or older; some exceptions granted after special consideration.
- Annual physical exam required of provider and adult family members living in home.
- Three written references required for licensing.
- No criminal record checks or fingerprinting required, but is highly recommended.

Infant Care

- No special regulations.

Sick Child Care

- Regulated by use of "Alternative Compliance." Process of development of standards is anticipated for completion within one year.

Special Needs Care

- No special regulations.
- Staff/child ratios require increased staff to meet child's needs.

Before and After School Care

- No special regulations.
- Providers are allowed 2 school age children above capacity for a short term before and after school.

Discipline

- Corporal punishment prohibited for children.

Immunization Policy

- All children must have age appropriate immunizations prior to attending a family day care home.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted through licensing; state enforces for more than 10 children.

Zoning

- FDOH must comply with local ordinances.

Local Contact

- Division of Children and Family Services.

Pending Legislation

- None.

CALIFORNIA

Information
Supplied By:

Thomas Shetka
DSS - CCLD
Central Operation Branch
744 P Street, M.S. 19-50
Sacramento, CA 95814
(916) 324-4268

Number of Homes

44,000 (approximate) family day care homes
6,000 (approximate) large family day care homes

Regulations and Requirements

-All Family Day Care Homes:

- with some exceptions providers must be licensed; no fee.
- Licenses renewed every 3 years on basis of an unannounced renewal visit.
- Unannounced visits are made to an additional 10% of FDCH's annually.
- Licensing requires an announced inspection before a license is granted; subsequent unannounced visits every 3 years and on the occasion of a complaint.
- Regulations include section on parental involvement, which states that parents have access to their children at any time.
- Space requirement: None.

-Liability insurance: Following alternatives must be followed:

- 1) Aggregate amount of \$300,000 with at least \$100,000 per occurrence, or
- 2) \$300,000 bond (annual aggregate), or
- 3) Signed affidavit from each parent acknowledging that provider has neither insurance nor a bond.
- 4) If the FDCH provider does not own the premises in which care is provided, the provider must advise the parents that the owner of the property or the homeowner's association may not provide insurance coverage for losses arising in connection with the FDCH.

-Working fire extinguisher & smoke alarm that meet Fire Marshall's standards.

-Small Family Day Care Homes: Maximum capacity - 6.

-Staff/child ratio in FDCH is 1:6, with no more than 3 infants including the licensee's own children under the age of 10, or no more than 4 infants only.

-Large Family Day Care Homes: Maximum capacity - 12.

-Staff/child ratio is 2:12, assistant must be at least 14 years of age; No more than 4 infants; includes licensees own children under the age of 10.

-Required to have a fire clearance from the State Fire Marshall or local fire jurisdiction.

-Required to have one year experience as a regulated small FDC provider or as an administrator of a licensed day care center.

Training and Orientation

- No training required, voluntary training programs are available.
- Orientation sessions for FDC and LFDC providers conducted by district and county licensing offices; consists of an overview of licensing procedures, regulations, and community services.

Provider Qualifications

- Provider must be at least 18 years old.
- No physical exam except a TB test is required.
- Criminal record check, fingerprinting and a Child Abuse Index check are required for every person over 18 who lives, or is regularly present in the provider's home; no fee for these checks which are conducted by CA Department of Justice.

Infant Care

- No special regulations.

Sick Child Care

- If child shows signs of illness, the child shall be separated and nature of illness determined.
- If a communicable disease is determined, then the child shall be separated until the infectious stage is over.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy regarding overlap time for integration of school age children.

Discipline

- Corporal punishment prohibited; no written guidelines for discipline; methods of discipline discussed at orientation and before licensing occurs.

Immunization Policy

- No policy regarding child immunizations.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDDH considered residential use of property for purposes of zoning.
- Law prohibits specific zoning against LFDCH, but are subject to special use permits in some areas. Fees have ranged from \$300-1,600.

Local Contact

- The state contracts with 19 counties to perform the licensing tasks for family day care. If a county contracts with the State of California, the potential family day care provider would contact the County Welfare Department; otherwise they would have to contact the nearest CA Comm. Care Licensing District Office.

Pending Legislation

- Proposes to establish immunization requirements, fire escape plans, civil penalties for violations of regulations and annual visits to family day care homes by licensing staff.

COLORADO**

Information Supplied By:

Grace Hardy, Administrator
OCC Services - Licensing
Department of Social Services
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-5956

Number of Homes

6,528 family day care homes
20 large family day care homes

Regulations and Requirements

- Licensed - providers who care for 2 or more children from more than 1 family on a regular basis; fee is \$15, used to fund State child care licensing staff positions.
- Staff ratio is 1:6 including family members plus an additional 2 before and after school children; infant toddler home staff child ratio is 1:4.
- Liability insurance not required.
- FDCH inspected before licensing; 1 subsequent visit a year or whenever there is a complaint.
- Substitute caregiver required; need not be licensed.
- Licenses renewed biennially through renewal application.
- Space requirements: inside - 35 sq. ft. per child; outside - 75 sq. ft. per child.
- Large Family Day Care Homes:
 - Staff ratio is 1:6
 - Licensing fee is \$10.

Training and Orientation

- FDCH: 6 hours of training and first aid and CPR certification when initially licensed required; 12 additional hours of training required for each.
- LFDCH: 40 clock hours of training. 3 years experience in group care homes or as a licensed day care provider or 2 years college education plus one year experience in group care homes or certification as a Child Development Associate (CDA) or 40 clock hours of training and 2 years experience as a licensed day care provider and 2 years experience on a group day care home.
- Orientation for prospective providers not required but usually occurs.

Provider Qualifications

- Provider must be at least 18 years old.
- Initial physical exam followed by biennial exams required of provider and family members in day care home.
- Three written references required.
- Name of provider and persons living in home are screened with the child abuse registry.
- Criminal record check required of provider and any member of provider's family or employee in the FDCH that is 16 years of age or older.
- If provider (or employee or family member) has lived in the state less than two years, then FBI criminal records check required.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations; sick child care is not allowed in group care situations.

Special Needs Care

- No special regulations

Before and After School Care

- No special regulations.
- State allows 2 additional school age children during non-school times in addition to regular capacity of six.

Discipline

- Corporal punishment prohibited; discipline must be constructive or educational.

Immunization Policy

- State regulations do not require children to be immunized; provider is responsible for maintaining the information.

Emergency Medical Consent Forms

- Forms are required; but they do not have to be notarized.

National Life Safety Fire Code

- Large Family Day Care Homes (8-12 children) must have a local fire inspection. Fire Departments in Colorado generally use the National Life Safety Fire Code.

Zoning

- FDCH and LFDCH must comply with local ordinances; may include special use permit and/or fee.

Local Contact

- County Department of Social Services or regionally located state licensing worker.

Pending Legislation

- Rule change proposed to increase initial training for family day care homes from 6 hours to 12 hours.

**Unverified

CONNECTICUT

Information
Supplied By:

Richard Charnick
Dept/Human Resources - Day Care
1049 Asylum Avenue
Hartford, CT 06105-2431
(203) 566-3800

Number of Homes

6,000 family day care homes
81 large family day care homes statewide

Regulations and Requirements

- Registration required for FDCH; annual fee is \$10 which goes to state general fund.
- Registration renewed annually through provider self-declaring compliance with all regulations and reapplication.
- Staff/child ratio is 1:6 including provider's children not in school full-time; maximum of 2 infants per provider. May have total of 6 infants, including provider's own, if an approved assistant (must meet Agency qualifications) is present at all times.
- In addition to 6 full-time children, may have up to 3 school age children for up to 3 hours before and after school.
- Liability insurance not required.
- Substitute caregivers must pass screenings similar to providers.
- Day care homes are inspected before registration; subsequent unannounced monitoring visits to 1/3 of the homes each year.
- Investigation and inspection made in response to all complaints.
- Space requirements: none.
- Large Family Day Care Homes:
 - Regulated by Department of Health.
 - 7-12 children; maximum of 2 infants to one caregiver.
 - Space Requirements: 35 square feet inside per child; 75 square feet outside per child.

Training and Orientation

- First aid and CPR training is required.
- LFDCH providers required by Dept. of Health to attend training; must show evidence of continuing education - minimum of one staff development activity per year.

Provider Qualifications

- Providers must be at least 20 years old.
- Initial and biennial physical exams required of provider; family members must have initial exams.
- References required.
- Protective services records checked for provider and household members.
- Criminal record check with state police required of provider and household members at no cost to provider.

Infant Care

- No special regulations.

Sick Child Care

- New regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- Before and after school children should be in the home for no more than three hours each day.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- New regulations require children to be immunized; provider is responsible to see that the child is current.

Emergency Medical Consent Form

- Forms are required, but they do not have to be notarized.

National Life Safety Code

- Not adopted.

Zoning

- LFDDH must comply with local ordinances.
- FDDH are considered legitimate uses of residential property and are therefore exempt from zoning codes.

Local Contact

- District Office of the Connecticut Department of Human Resources.

Pending Legislation

- Information unsubstantiated against providers will be given out to the public.
- New regulations addressing sick child care.

DELAWARE

Information
Supplied By:

Jacqueline Whitner
OCCL - DSCYF
Youth & Family Center
1825 Faulkland Road
Wilmington, DE 19805
(302) 633-2700 OCCL

Number of Homes

1,975 family day care homes
25 large family day care homes

Regulations and Requirements

- FDC providers must complete self-certification process.
- Licensure renewed annually.
- Provider/child ratio is 1:6, including family members under school age; maximum of 4 children under 2 years of age.
- Liability insurance not required for FDC.
- FDC parents must be given copy of family day care regulations and have free access to the areas of the home used for care during day care hours.
- Children can be released only to persons authorized by parent(s) who has placed the child(ren) in care.
- Substitute caregiver required and her/his name, address, and phone number must be on file in provider's home; substitute does not have to be licensed.
- Initial, announced inspection of day care home occurs within 90 days of certification; 20% sample of unannounced annual visits to be reinstituted as caseload size and priorities permit.
- Providers allowed to care for additional 2 children over capacity for up to 2 hours/day due to change in shifts or school age care.
- Large Family Day Care Homes:
 - Known as Group Day Care Homes.
 - Ratio: 7-11 children permitted with 2 providers.
 - Liability insurance required.

Training and Orientation

- Six hours of orientation/training required for prospective family day care providers.
- Orientation/training curriculum includes: licensure process; review of requirements focusing on caregiver responsibilities, staff-child ratios, health and safety, equipment, program, discipline, food and nutrition, child health, infection control procedures, communicable disease; Business practices; Child development; Equipment and Activities; Provider community support systems. The training is based heavily on a Family Day Care Handbook developed by the University of Delaware for the Department which providers may purchase for a small fee.
- LFDC (or group home) providers participate in orientation/training with child care center providers.

Provider Qualifications

- FDCH provider must be at least 16 years old.
- Initial physical exam required of provider, family members who have direct contact with children, and children under 6 years of age living in the house.
- Subsequent exams required only if provider or other family member has ongoing health problem.
- Child abuse registry check done on potential provider and family members before licensure; she/he required to list any criminal offenses he/she has committed as well as those committed by family members.
- Three written references required.

Infant Care

- No special regulations.

Sick Child Care Regulations

- Separate regulations for day care centers and FDCH exist specifically for sick children.
- In FDCH when a communicable disease occurs, the parent of an exposed child will be notified so that she/he may observe the child.
- In FDCH any child with a fever over 101 F sustained for over 48 hours, vomiting, unexplained rash, and/or severe diarrhea will be excluded.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- Overlap period allowed of no more than two hours during any one time in a day.

Discipline

- Corporal punishment prohibited; positive reinforcement is encouraged as method of child management.

Immunization Policy

- All children must be immunized; responsibility for seeing they are current is family day care provider.

Emergency Medical Consent Form

- Form required; but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Family day care homes exempt from zoning regulations in most cases; in few areas, special permit and fee required.

Local Contact

- Either the Wilmington Office of Child Care Licensing or the Dover Office of Child Care Licensing (both in the Department of Services for Children, Youth and Their Families).

Pending Legislation

- None.

DISTRICT OF COLUMBIA

Information
Supplied By:

Angela Hayes, Program Manager
Department of Consumer and Regulatory Affairs
Service Facility Regulation Administration
614 H Street, N.W., Room 1031
Washington, D.C. 20001
(202) 727-7226

Number of Homes

310 family day care homes

Regulations and Requirements

- Licensing required for FDC providers; no fee.
- Provider/child ratio is 1:5, provider/infant ratio is 1:2.
- Maximum of 5 children may be cared for including family members under age 6.
- Liability insurance not required.
- Substitute caregiver system required prior to licensing; substitute must meet same requirements as primary provider.
- Providers must have policy statement which addresses their rules for operating.
- An approved fire drill plan is required.
- Inspections of homes required before licensing; subsequent visits conducted annually - unannounced.
- Space requirements: A minimum of 35 square feet per child inside FDCH.
- No provisions for LFDC.

Training and Orientation

- Emergency first aid training required.
- Orientation recommended for potential providers.
- Orientation includes information on licensing regulations in DC.
- Orientation offered the first Thursday of each month at 614 H Street, NW, Room 309 at 10:00 am; call 727-7226 for additional information.

Provider Qualifications

- FDC provider must be between 18 and 71 years of age.
- Initial physical exam required of provider; annual exams required of provider and adults in home when children are present.
- Three written references required.

Infant Care

- No separate special regulations.

Sick Child Care

- No separate special regulations.

Special Needs Care

- No separate special regulations.

Before and After School Care

- No separate special regulation.
- No policy with regard to overlap time; child/staff ratios must be maintain at times.

Discipline

- Corporal punishment not addressed in current regulations, but prohibition is proposed in pending revision.

Immunization Policy

- Children must be immunized; provider is responsible for maintaining complete records, reflecting current immunizations.

Emergency Medical Consent Form

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- No zoning requirements.

Local Contact

- Dept. of Consumer & Regulatory Affairs, Service Facility Regulation Administration, Social Service Facility Division.

Pending Legislation

- There are pending revised regulations for all child development facilities including family day care.

FLORIDA

Information
Supplied By:

Pamela Hutchinson
Dept/Health and Rehabilitative Services
Children, Youth and Families Program Office
1317 Winewood Boulevard
Building 7, Room 206
Tallahassee, FL 32399-0700
(904) 488-4900

Number of Homes

4,098 licensed family day care homes
4,300 (approximate) registered family day care homes

Regulations and Requirements

- Licensed FDCH may have up to 5 preschool children with one provider; additional before and after school children allowed as long as total number of children in home does not exceed 10, or 7 school-aged with no preschoolers.
- Licensing is required for those who wish to participate in child food programs and/or subsidized child care.
- No distinction between FDCH and LFDCH (all are considered FDCH).
- Homes not required to be licensed must register with Dept. of Health and Rehabilitative Services; these homes are not regulated or monitored but must complete a criminal background and screening clearance plus 3 hours training.
- Homes are inspected before licensing and semi-annually.
- Licenses are renewed annually and require an on-site inspection for compliance with regulations.
- Liability insurance not required for registered or licensed homes.

Training and Orientation

- Basic 3-hour training required for licensed FDCH providers which includes the identification of child abuse and neglect. 30 hours of training is required if the home participates in the subsidized program.

Provider Qualifications

- FDC provider must be at least 18 years old and of good moral character, and must have a TB test.
- Fingerprint check, local and state criminal record check, and abuse registry clearance required.

Infant Care

- No special regulations.

Sick Child Care

- If child has a communicable illness, child must be isolated, parents called so they can bring child home.

Special Needs Care

- No special regulations.

Before and After School Care

- One special regulation: 7 school aged children can attend a family day care home with no preschoolers in attendance.
- No provision for overlap time for integration of school age into a family day care home caring for younger children. Staff/child ratios must be maintained at all times.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized; family day care homes are monitored twice a year for compliance with the standards. Corrective action is imposed for failure to comply.

Emergency Medical Consent Form

- Emergency medical forms required, but they do not need to be notarized.

National Life Safety Fire Code

- Is adopted; includes the standards in the LSFC except ratios and square footage.

Zoning

- FDCH are expected to comply with local ordinances. However, a license will be issued as licensing law does not require such compliance.

Local Contact

- For 55 counties, the Dept. of Health and Rehabilitative Services; for 12 counties, the county licensing agency.

Pending Legislation

- Revisions of standards and regulations regarding FDCH are currently in promulgation process.
- A change in the definition of FDCH occurred during the 1990 legislature.
- 1991 child care legislation which takes effect in 1992:
 - Increases the number of training hours for all child care personnel from 20 to 30 hours, effective 10/1/92.
 - Requires every child care facility to have at least one staff person with a child development associate credential or equivalent for every 20 children, effective 7/1/95.
 - Establishes a minimum child to staff ratio (effective 10/1/92) as follows:

<u>New</u>	
Children 0-1 year of age:	1:4
Children 1 year of age:	1:6
Children 2 years of age:	1:11
Children 3 years of age:	1:15
Children 4 years of age:	1:20
Children 5 years of age:	1:25

<u>Current</u>	
Children 0-1 year of age:	1:6
Children 1 year of age:	1:8
Children 2 years of age:	1:12
Children 3 years of age:	1:15
Children 4 years of age:	1:20
Children 5 years of age:	1:25

- Requires all child care facilities licensed after 10/11/92 to have a minimum of 35 square feet of usable indoor play space per child. Facilities licensed on or prior to 10/1/92 would be grandfathered in at the existing 20 square feet per child. The 45 square foot requirement for outdoor play space remains the same.

- Authorizes the department to impose an administrative fine to family day care homes that do not comply with registration or licensure requirements.
- Provides additional registration requirements for family day care homes which include the following:

- proof of substitutive care
 - proof of background checks
 - proof of training and
 - proof of immunizations.

- Creates a technical review panel of 7 members appointed by the State Coordinating Council for Early Childhood Services. The panel members must be appointed by 10/1/92. Five of the 7 members must be owners or operators of licensed child care programs.

GEORGIA

Information
Supplied By:

Marsha A. Gates
Child Care Licensing Section, ORS
878 Peachtree Street, NE, Rm 607
Atlanta, GA 30309
(404) 894-5688

Number of Homes

5,000 family day care homes

Regulations and Requirements

- Registration for FDCH caring for more than 2 children required; registration via the mail, no fee.
- Provider may care for maximum of 6 children for pay.
- Provider/infant ratio is 1:6.
- Liability insurance not required.
- No initial inspection of day care home required; visits are unannounced; all complaints investigated.
- Space requirements: A minimum of 35 square feet per child inside FDCH; there is no space requirement outside the home.

Training and Orientation

- FDCH: providers must have first aid training.

Provider Qualifications

- Day care provider must be 21 years old.
- Fingerprinting and criminal record check required of provider; family members must also have criminal record check; cost is \$23 for fingerprints and \$3 for criminal records background check for director and other adults in home.

Infant Care

- No special regulations.

Sick Child Care

- Same rules and regulations as for day care centers.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- Providers are allowed to care for a maximum of 8 children for 2 hours a day if children are all 3 years of age and up.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children are required to be immunized; parents are responsible for obtaining immunizations and keeping the children's information current.

National Life Safety Fire Code

-Not adopted.

Emergency Medical Consent Form

-Form is required; but parents do not have to have it notarized.

Zoning

-Day care homes must comply with local ordinances.

Local Contact

-Office of Regulatory Services, Child Care Licensing Section, Department of Human Resources.

Pending Legislation

-None.

HAWAII

Information

Supplied By: Carol Chang
Asst. Program Development Adm.
Department of Human Services
P.O. Box 339
Honolulu, HI 96809
(808) 548-2302
Fax: 808-586-2062

Number of Homes

353 family day care homes
4 large family day care homes

Regulations and Requirements

- Registration required; no fee.
- Provider can have up to 6 children; no more than 2 under 18 months. Excludes provider's children who are: 1) 6 years of age or older or; 2) in school or enrolled in a child care facility for more than 6 hours/day.
- Liability insurance not required; providers must inform parents whether it is available or not.
- Homes are inspected before registration; subsequent visits occur annually or whenever there is a complaint. No advance notice of visit is necessary.
- Licenses are renewed annually with recertification forms.
- Space requirements: 35 sq. ft. per child inside; for outdoor space, there shall be in all cases a minimum of 150 sq. ft. and for children 12 months and older, a minimum of 75 sq. ft. per child.
- Large Family Day Care Homes:
 - 7 or more children with staff ratio of 1:8 for 2 year olds; 1:12 for 3 year olds; 1:16 for 4 year olds; and 1:20 for 5 and older. All children must be over 24 months.
 - Must comply with all center care regulations.

Training and Orientation

- Training is not required; providers encouraged to make an effort to receive training. DHS also has a separate purchase of services contract with PATCH (People Attentive to Children, a non-profit Resource and Referral agency) to provide training to active and potential family child care providers. There is no minimal charge for the training which covers health and safety issues, child development and management, and creating a safe and nurturing environment.
- Orientation for prospective providers for whom the department has been able to obtain the services of PATCH to provide group orientation on a quarterly basis.

Provider Qualifications

- Provider must be at least 18 years old.
- Providers and all household members must have physical exam and clearance for TB before registration. No subsequent exams required. TB clearance required every 2 years.
- Two written references.
- Criminal record checks and fingerprinting done for applicant, usually provider and spouse and all other employees.

- Child abuse background check is also done.
- Provider's employment history for three years preceding application is checked.

Infant Care

- Infant-toddler ratio: 6 weeks to 12 months - 1:3 (group size - 6); 6 months to 12 months - 1:4 (group size - 8); 12 months to 24 months - 1:3 (group size - 6), 1:4 (group size 8), 1:5 (group size 10); 18 months to 36 months - 1:4 (group size 8), 1:5 (group size 10), 1:6 (group size 12).

Sick Child Care

- No separate licensing rules for sick child care.
- Family, Group, and School Age care rules require sick children to be separated.

Special Needs Care

- Special training required for providers with disabled children in their care.

Before and After School Care

- Child staff ratio is 1:20
- No specific regulations for before and after school only care.
- No provision for overlap time; child staff ratio must be maintained at all times, regardless of age.

Discipline

- Corporal punishment prohibited.
- Providers cannot use humiliation or any other method which is injurious, frightening or damaging to the child's health or self-esteem.

Immunization Policy

- Children must be immunized; providers must maintain immunization records on each child.

Emergency Medical Consent Form

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDCH must comply with local ordinances.

Local Contact

- Local office of the Department of Human Services.
- Street Address: 1001 Bishop Street, Suite 900, Honolulu, HI 96813
- Phone: 808-586-7062

Pending Legislation

- New group child care homes rules.

IDAHO

Information
Supplied By:

Roseanne Hardin
Dept/Health and Welfare -DFACS
450 West State Street, 3rd Fl
Boise, ID 83720
(208) 334-5700

Number of Homes

145 family day care homes
543 large day care group homes

[Not included are day care group homes in the cities of Coeur D'Alene, Boise, Pocatello, Chubbuck, Moscow that have their own day care licensing ordinances.]

Regulations and Requirements

- No mandatory licensing requirement for FDCH; providers may choose to voluntarily become licensed, will receive basic day care license.
- 3 categories of day care exist - FDCH, LFDCH, and centers. FDCH provide care for 6 or fewer children.
- Provider/child ratio: most restrictive required is 1:12, not determined by age.
- If licensed, renewal every two years upon reapplication.
- If licensed, fire inspection and health inspection are required; upon each renewal, subsequent fire inspections and health inspections are also required.
- Licensing fees: Fire: up to \$20; Health: \$35; Criminal History Check: \$45 per individual plus taking prints when necessary (eff. 7-1-92).
- No space requirements.
- Large Family Day Care Homes:
 - Known as group family day care homes, have from 7 to 12 children.
 - Provider/child ratio is 1:12.
 - Certification required by law.
 - Fire and health inspections required for group homes if licensed.

Training and Orientation

- No training or orientation required.

Provider Qualifications

- FDC provider must be 18 years old.
- Criminal record checks are done for those providers who have not been continuous residents of the county three years prior to application or employment in the day care home.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations.

Special Needs Care

- No special regulations

Before and After School Care

- No special regulations.
- No policy regarding overlap time when integrating when preschool children.

Discipline

- No provisions for discipline.

Immunization Policy

- Children are required to be immunized, and providers must have records on file.
- Parents are responsible for maintaining immunization schedule and keeping the record current.

Emergency Medical Consent Form

- No provision

National Life Safety Fire Code

- Not adopted on a statewide bases; licensure of homes not required by statute is permissive.

Zoning

- FDCH must comply with local ordinances.

Local Contact

- Coeur D'Alene, Boise, Pocatello, Chubbuck, Moscow have own licensing ordinances where state is not involved (contact city clerk offices). Otherwise, contact Idaho Dept. of Health and Welfare Regional Offices.

Pending Legislation

- There was new legislation passed this year that will result in the writing of new regulations, but this has not yet been accomplished.

ILLINOIS

Information

Supplied By: Carol Borders, Licensing Specialist
DCFS - Office of Licensing
406 East Monroe Street
Springfield, IL 62701-1498
(217) 785-2688

Number of Homes

7,576 family day care homes
90 large family day care homes

Regulations and Requirements

- FDC providers required to be licensed if caring for more than 3 children; no licensing fee.
- Licenses renewed every 2 years.
- Provider/child ratio is 1:12 with no more than 3 under age 2.
- With more than 3 under age 2, assistant required.
- Liability insurance not required.
- Substitute caregiver required before license granted; substitutes do not have to be licensed.
- Inspections of home prior to licensing and annually thereafter (subsequent visits may be unannounced).
- No space requirements.
- LFDCH licensing regulations in effect.

Training and Orientation

- No training or orientation required.

Provider Qualifications

- FDC provider must be 18 years old.
- Initial and biennial physical exams required of provider and provider's family.
- Three written or oral references required.
- Child Abuse Registry check required.

Infant Care

- No special regulation.

Sick Child Care

- Group care prohibited by public health regulations when communicable diseases are present, otherwise at discretion of caregiver.

Special Needs Care

- No special regulations.
- Reviewing to comply with ADA.

Before and After School Care

- Family and group day care homes may increase their capacity from 8 to 12 or from 12 to 16 children respectively to accommodate caring for school age children.
- No policy regarding overlap time; child/staff ratio must be maintained.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized and providers are responsible to maintain current records.
- Parents may request a religious or clinical grounds exemption.

Emergency Medical Consent Form

- Forms are not required.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDDH must comply with local ordinances.

Local Contact

- Regional Offices of the Illinois Department of Children and Family Services.

Pending Legislation

- The potential that anyone applying for any type of license would have to declare their status regarding child support as current and up to date, to 12 children.

INDIANA

Information
Supplied By:

Keith Carver
Supervisor, Day Care Licensing Unit
Indiana Department of Public Welfare
402 W. Washington St., Room W-364
Indianapolis, IN 46204
(317) 232-4442

Number of homes

2,156 large family day care homes.

Regulations and Requirements

- FDC providers required to be licensed if they care for 6 or more unrelated children; fee is \$25 per year.
- Licenses renewed every two years with annual inspections.
- Providers re-submit application and criminal history check and an updated home study and inspection are done.
- Maximum of 12 full-time children permitted.
- Additional child care provider is required when 10 or more children and/or 4 or more under the age of 2 are present.
- FDC must be inspected prior to licensing; subsequent visits annually and can be unannounced.
- Liability insurance not required.
- No space requirements.

Training and Orientation

- Must have completed a first aid course within the last 3 years prior to licensure/employment and shall complete another course every 3 years thereafter from the date of the previous course.

Provider Qualifications

- Provider must be at least 21 years old.
- Three written references required.
- Each provider required to submit a criminal history check.

Infant Care

- Special regulations in addition to basic day care home regulations.

Sick Child Care

- If a child becomes ill during the day, the child shall be isolated from the others.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- If a home cares for children less than 4 hours a day, they are not required to be licensed.

Discipline

- Corporal punishment is permitted in FDCH.

Immunization Policy

- Children must be immunized; providers must maintain current records.
- Parents may request in writing an exemption based on religious beliefs.

Emergency Medical Consent Form

- Form is required and it must be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDCH must comply with local ordinances.

Local Contact

- The local office of the Division of Family & Children in the county in which they live.

Pending Legislation

- New day care regulations, P.L.20 effective July 1, 1992.
- Issues of zoning, condominium or deed covenant restrictions are yet to be examined by the Board for Coordination of Child Care Regulation.

IOWA

Information
Supplied By:

Barbara Bosch
Department of Human Services
Hoover State Office Bldg. - 5th Floor
Des Moines, IA 50319
(515) 281-6074

Number of Homes

3,217 family day care homes
1,462 group day care homes

Regulations and Requirements

- Registration for FDCH is on voluntary basis; no fee.
- Staff ratio is 1:6 including provider's preschool children.
- Never more than 4 children under 2 years of age at any time.
- Provider may care for more than 6 but less than 12 children at any one time for less than 2 hours, but cannot unless home does not provide care at any one time for more than 6 children who are not attending school full time; provider's child is also counted if the child is not going to school full time.
- No home inspection required before registration; 20% of FDCH are spot checked each year.
- Registration certificates renewed annually through local (county) office of the Department of Human Services.
- Group Day Care Homes:
 - Required to be registered.
 - Must have second staff person if 7 or more children are present for 2 or more hours at a time.
 - Allowed to have 7-11 children - never more than 4 under 2 years old; never more than 6 not in school full time.
 - Must meet certain safety requirements and have quiet area for sick child.
 - Registration certificates are renewed annually through reapplication.

Training and Orientation

- Providers must have 2 hours of training every 5 years in child abuse identification and reporting.

Provider Qualifications

- Provider must be at least 18 years old.
- Must have physician's signed statement, obtained at first registration and at least every 3 years thereafter, on all members of provider's household, stating that all members of household are free from disease or disabilities that would prevent good child care.
- Criminal record check done on provider and family members.
- Child abuse registry check done on provider and family members.

Infant Care

- No special regulations.

Sick Child Care

- The group day care home shall provide a separate quiet area for sick children.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- FDCH may care for 5 school age children for less than 2 hours in addition to the other children in care.

Discipline

- No discipline shall be used that is physically or emotionally harmful to a child.

Immunization Policy

- Children must be immunized and current records must be on file in the family with the provider.

Emergency Medical Consent Form

- Emergency medical forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Zoning requirements not part of registration requirements.

Local Contact

- Local office of the Iowa Dept. of Human Services.

Pending Legislation

- None.

KANSAS**

Information

Supplied By:

Christine Ross-Baze
Department of Health and Environment
900 S.W. Jackson, Landon State Office Bldg.
Topeka, KS 66612-1290
(913) 296-1272

Number of Homes

4,205 registered family day care homes
3,824 licensed family day care homes
400 large family day care homes

Regulations and Requirements

- Providers caring for 6 or fewer children must be registered; annual fee is \$5.
- Providers caring for 7-12 children must be licensed; annual fee is \$15.
- Number of caregivers per group of children is 1 or 2 based on age groupings of children.
- Licenses are reviewed annually based on date of previous license expiration.
- Parents allowed total access to their children in the FDCH's.
- DCH's are inspected before licensing; those providers that are only registering do not have to be inspected.
- If second floors are used in day care home, they must have fire safety approval.
- There are subsequent annual visits to homes for inspection.
- Space requirements: for licensed homes - 25 sq. ft. of available indoor playspace per child for day care homes serving 7 to 12 children. No outdoor space requirements.
- Large Family Day Care Homes:
 - LFDC provider may care for 10-12 children; 2 adults may be required.
 - Provider must be licensed; annual fee is \$15 and license is reviewed annually.

Training and Orientation

- FDCH: as of February 26, 1990, training is required. However, this does not apply to registered family day care homes. Providers must submit documentation within 60 days that one of the following requirements has been met: 1) five sessions of observations, not less than 2 1/2 hours per observation, 2) a child development associate credential (CDA), 3) 15 hrs of directed readings, videotapes, etc. 4) employment for not less than three months in a licensed FDCH, LFDC, or child care center which had been in operation for three or more years.
- LFDC: Within 60 days following the initial application for license or employment, one of the following must be met: 1) six months of supervised employment in licensed facilities with children the same age as enrolled in LFDC, 2) 10 hours directed reading and 5 sessions of observations, not less than 2 1/2 hours per observation, 3) CDA, 4) minimum three semester hours of academic credit or equivalent training in child development, early childhood education, and curriculum resources, and supervised observation in high school or college or three months experience with children of the same age as enrolled in LFDC, or 5) requirements for program director of child care center as regulated by rules and regulations.

- Prior to relicensure, provider in FDCH or LFDCH shall provide documentation of 1) 5 clock hours of in-service training, or 2) five hours of directed reading, or 3) current accreditation by the National Association for Family Day Care (NAFDC).

Provider Qualifications

- Provider must be at least 18 years old.
- Initial physical exam required before provider can begin operating.
- Criminal record check (no fingerprinting) and Child Abuse Registry check done on provider and provider's family members 10 years of age and older. No fee for the check.

Infant Care

- No special regulations.

Sick Child Care

- Regulated by quarantine requirements of the Department.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- In licensed homes, they can request an overlap time of one hour for 2 children.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children in any category of child care must be immunized, as of 1992.
- Regulations are being revised to include registered homes; children in licensed homes must be immunized; provider responsible to see records are current.

Emergency Medical Consent Form

- Forms required; only notarized in accordance with the requirements of the medical facility.

National Life Safety Fire Code

- Is adopted.

Zoning

- Must comply with local ordinances/not state regulation.

Local Contact

- County Health Departments.

Pending Legislation

- None
- and amended general regulations for all providers (including residential) regarding diapering procedures, additional nutritional requirements, and prohibition of corporal punishment.

**Unverified

KENTUCKY

Information

Supplied By: Bess Howard, MSP Specialist
Div. Licensing and Regulations
275 East Main Street
CHR Bldg. - 4th Floor East
Frankfort, KY 40621
(502) 564-2800

Number of Homes

212 licensed family day care homes

Number of certified homes unavailable

Regulations and Requirements

- Certification required for small family day care homes care for 4 - 6 children; Program administered by Lydia Roberts, DSS, Child Care Services Branch, CHR Building, 5th Floor W, Frankfort, KY 40621 [502-564-2136]. This category for small family day care homes new as of July, 1992.
- Licensing required for FDCH providing care for 7 or more children; initial licensing fee is \$80 for a new Type I; \$40 for a new Type II.
- Licenses renewed annually; renewal fee is \$40 for Type I & II.
- Relicensure involves submission of an application by the provider and an on-site inspection by the licensing agency.
- Kentucky divides day care facilities into two types - Type I and Type II; FDC comes under the Type II description.
- Type II homes may provide care for 4-12 children, including provider's own children.
- The age of the youngest child in care determines how many children may be in the home and stay within bounds of provider/child ratios.
- With 1 child 2 years old or younger, no more than 6 children may be cared for; if youngest child is between 2 and 3 years old, no more than 10 children may be cared for.
- When more than 10 children are cared for, an assistant is required.
- Liability insurance required prior to licensing.
- Minimum of 2 substitute caregivers required.
- FDCH inspected before licensing; subsequent visits occur during annual renewal and on occasion of complaints.
- Space requirements: 35 sq. ft. per child inside-exclusive of kitchen, bathroom, and storage areas. If a facility does not have an outdoor play area, the indoor space to be used as a play area must be a minimum of 60 sq. ft. per child using the area at any one time separate and in addition to the 35 sq. ft. minimum as described previously. The area must include gross motor equipment and be well ventilated and heated. The outdoor space shall be adequate enough for the particular number of children who are outdoors at the time.

Training and Orientation

- Licensed homes:
- Regulations require 6 contact hours of early childhood development training annually for directors and staff.

Provider Qualifications

- Licensed homes:
- FDC provider must be 21 years old.
- TB tests required of provider, assistants, and all adults residing in home.
- Criminal record checks and fingerprinting required.
- Master's degree in ECE/D, no experience required; or
- Bachelor's degree in ECE/D, no experience required; or
- Master's degree or a Bachelor's degree in any field other than ECE/D, plus two years full-time paid experience in working with young children in a group; or
- Master's degree or a Bachelor's degree in any field other than ECE/D, plus twelve hours of child development training; or
- Child Development Associate (CDA), plus twelve hours of child development training; or
- Associate of Arts degree, plus twelve hours of child development training; or
- Competency-based vocational training in ECE, plus twelve hours of child development training; or
- General Equivalency Diploma (GED) or a high school diploma, plus twelve hours of child development training.
- The twelve hours of child development training must be completed within the first six months of operation while the facility operates on a provisional license. All training shall have prior approval of the Cabinet.

Infant Care

- No special regulations.

Sick Child Care

- Sick child is prohibited from staying in day care while sick.

Special Needs Care

- No special regulations.

Before and After School Care

- No special requirement.
- No policy regarding overlap time.

Discipline

- Corporal punishment prohibited.
- Discipline methods must be in writing and adhere to FDC regulations.
- A positive approach to discipline must be used.

Immunization Policy

- Children are required to be immunized; records must be on file within 90 days of enrollment and kept current.

Emergency Medical Consent Form

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted; the federal Fire Safety Code is enforced by the State Fire Marshal's Office.

Zoning

- FDC must comply with local ordinances; zoning ordinances must be met as a prerequisite to licensure.

Local Contact

-Regional office of the Cabinet for Human Resources, Div. of Licensing and Regulations for licensed homes.

Pending Legislation

-Day care regulations for licensed providers currently being revised in the areas of sick child care and some special needs care.

LOUISIANA

Information

Supplied By: Steve Phillips/Pearl Williams
Quality Assurance
DSS - Bureau of Licensing
P.O. Box 3078
Baton Rouge, LA 70821
(504) 342-4137

Number of Homes

8,700 family day care homes***

Regulations and Requirements

- No licensing required if caring for 6 children or less; voluntary registration to participate in the child and adult care food program;
- Annual fee - \$5.00.
- Provider/child ratio is 1:6.
- In accordance with CACFP regulations, homes are inspected prior to registration; annual registration renewal visits and other unannounced visits are conducted.
- No special category for LFDCH.
- Providers caring for more than 6 children are considered to be running a center and must be licensed.

Training and Orientation

For registered providers:

- Prospective providers must participate in orientation.
- Providers required to receive instruction in recordkeeping.
- Training required through sponsoring agencies. There are approximately 45 nonprofit sponsoring agencies that have contracted with the state to train providers. State trains these agencies who in turn train the providers; state monitors the implementation of training program.

Provider Qualifications

- Provider must be at least 18 years old; sponsoring agencies will determine the individual's capability to provide for children under his/her care.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy regarding overlap time.

***Number may be 2,000-3,000 higher because process of inputting to the computer system is not complete as of press date of this publication

Discipline

- Meal service may not be used as a means of discipline.
- Providers must comply with state child abuse and neglect laws.

Immunization Policy

- Not required.

Emergency Medical Consent Form

- Not required.

National Life Fire Safety Code

- No policy.

Zoning

- FDCH must comply with local ordinances, if applicable.

Local Contact

- Local offices of day care sponsors.

Pending Legislation

- None pending.

MAINE

Information

Supplied By: James R. Floyd
Bureau of Child And Family Services
Child Care Licensing Unit
State House Station 11
Augusta, ME 04333
(207) 289-5060

Number of Homes

2,100 registered family day care homes
850 (approximate) licensed family day care homes

Regulations and Requirements

- Provider caring for 3 - 12 unrelated children must be licensed or registered; provider has the choice.
- Licenses renewed annually; \$10 fee, offsets fire inspection costs.
- Registered providers pay \$20 fee every 2 years.
- Homes inspected before licensing; unannual announced inspections follow initial inspection; also inspected by the fire marshal to verify compliance to rules.
- Licensed single provider, including their own child(ren), may care for:
 - 4 children under 2, or
 - 8 children over 2, plus 2 school age children, or
 - 12 all school age children, or
 - Mixed ages - no more than 3 under age 2 with a maximum of 6 plus 2 school age.
- Licensed providers with one additional staff, including children of provider and staff, may care for:
 - 8 children under 2, or
 - 12 children over 2, or
 - 12 all school age children, or
 - Mixed ages - no more than 3 under age 2 per staff with a maximum of 12.
- Licensed providers with two additional staff, including children of provider and staff, may care for:
 - 12 children, no matter the ages.
- Space requirements: 35 sq. ft. per child inside the facility, excluding kitchens, hallways, bathrooms; outside requirement - adequate for safe play.

Training and Orientation

- Orientation now required for licensed providers.
- Six hours of training in child care, early childhood education, business of family day care, or child development within the first license year and every year thereafter.
- Provider must supply orientation for aides and assistants.
- Certification in first aid and CPR every three years also.

Provider Qualifications

- Provider must be at least 18 years old.
- Licensed providers must have initial physical exam.
- Family members must have physicals if they help in caregiving.
- Registered providers required to have TB test only.
- Licensed providers required to have 3 written references.

- Criminal record check and Child Protective Services check done.
- Aides and assistants also must be 18 years of age; aides or assistants ages 16-18 not counted as staff; must be under direct supervision of the provider.

Infant Care

- Special additional rules for licensed providers caring for children six weeks to 36 months of age.
- No child under six weeks of age as verified by birth certificate may be cared for in a licensed facility.
- Extensive requirements relative to feeding, diapering, napping, bedding, developmentally appropriate activities and immunizations.

Sick Child Care

- No special regulations.

Special Needs Care

- Providers must have experience and training documented to meet the special needs of the children.
- Parents must supply adequate information about the child's special needs.

Before and After School Care

- Special regulations only if family day care home services only school age children.
- No policy regarding overlap time; providers must be in compliance with the child/staff ratios.

Discipline

- Corporal punishment prohibited.
- Practices detrimental to children are prohibited.

Immunization Policy

- Children must be immunized in licensed homes; but not in registered homes.
- Providers are responsible for maintaining current records.

Emergency Medical Consent Form

- Form required for licensed providers, but does not have to be notarized.

National Life Safety Fire Code

- The State Fire Marshals who do the inspections use the Code.

Zoning

- Licensed providers, not registered, must comply with local ordinances.

Local Contact

- Dept. of Human Services at the state level.

Pending Legislation

- Local communities throughout the state are dealing with zoning issues.

MARYLAND

Information
Supplied By:

Barbara Smith-Hamer, Director
Child Care Administration
2701 North Charles Street
Baltimore, MD 21218
(410) 554-0400

Number of Homes

11,373 family day care homes

Regulations and Requirements

- Registration required for FDC providers; no fee.
- Registration renewed every 2 years.
- FDC providers may have maximum of 8 children with no more than 2 children under age 2. If a second adult is present to assist in caring for children, 4 children under 2 may be enrolled. The Child Care Administration may limit the number of children cared for based on several factors including the number and ages of the provider's own children.
- Inspection visits are required prior to registration, and at the time of renewal which occurs every 2 years. Following registration, a home is visited at least once during a two year period. Visits are also made in response to complaints. Visits may be unannounced.
- Liability insurance is required if the provider's home is located in an area covered by a Homeowner's or Condominium Association.
- Providers are required to give parents of children enrolled in their homes copies of a consumer education pamphlet on regulated child care called Making the Difference for Your Child.

Training and Orientation

- Attendance at an orientation session is required to learn about regulations and to receive an application.
- Training is required.

Provider Qualifications

- FDC provider must be 18 years old or older.
- Physical exam required of provider and all household members.
- Three written references required.
- Criminal record check and Child Abuse Registry check required of provider and family members over age 18.

Infant Care

- We do have separate regulations which are contained within the chapter (Annotated Code of Maryland, Chapter 01, Family Day Care Registration).

Sick Child Care

- No special regulations. Children who are acutely ill may not be admitted.

Special Needs Care

- We do have separate regulations which are contained within the chapter (see above).

Before and After School Care

- We do have separate regulations which are contained within the chapter (see above).
- No provision for overlap time for integration of school age children; child/staff ratios must be maintained at all times.

Discipline

- The provider or substitute shall use procedures for disciplining a child that are appropriate to the age and maturity of the child and that do not include the deliberate infliction in any manner of any type of physical pain or emotional harm, including spanking, hitting, shaking or any other means of physical discipline, or shaming or ridiculing.

Immunization Policy

- Children are required to be immunized.
- Provider is not responsible to seeing that immunizations are current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- The state fire marshal and the local fire departments have adopted the National Life Safety Fire Code for their inspections of family day care homes. The Child Care Administration's regulations governing family day care require that applicants must pass the fire department inspection prior to registration.

Zoning

- Day care homes must comply with local ordinances. Recent legislation prohibits family child care homes from being construed as small businesses.

Local Contact

- Regional offices of Child Care Administration.

Pending Legislation

- No pending legislation.

MASSACHUSETTS

Information

Supplied By: Martha J. Roberts
Day Care Director
Office for Children
10 West Street, 5th Floor
Boston, MA 02111
(617) 727-8900

Number of Homes

13,202 family day care homes

Regulations and Requirements

- Registration required for FDC providers; \$50 fee for initial registration, plus \$100 for each renewal every 3 years; up to \$950,000 is Agency Retained Revenue to be used for licensing personnel.
- Providers may care for maximum of 6 children including family members; provider/infant ratio is 1:2.
- Liability insurance not required.
- Inspection of FDC prior to or within 6 months of registration; subsequent visits made annually - unannounced.
- Space requirements: Indoor - 150 sq. ft. for care of 1 or 2 children, 225 sq. ft. for care of 3-6 children; outdoor - 75 sq. ft. per child.
- Smoke detectors required.
- See pending legislation.

Training and Orientation

- No training or orientation required.
- Voluntary training by community does exist.
- See pending legislation.

Provider Qualifications

- FDC provider must be 18 years old.
- Provider and provider's family members must have physical exam within 3 years of registration.
- Two written references required.
- Employer references may be required if person applying for registration has been employed outside home within 5 years prior to application.
- Criminal record checks done on provider, all family members age 17 and over, persons regularly on premises, and approved assistant.

Infant Care

- No special regulations.
- See pending legislation.

Sick Child Care

- No special regulations.
- See pending legislation.

Special Needs Care

- No special regulations.
- See pending legislation.

Before and After School Care

- No special regulations, except for school age children above the age of seven who are cared for in a family day care home are exempted from licensure when no child under age seven is in care.
- No policy regarding overlap time for school age children integrated with other children in the family day care homes; child/staff ratio must be maintained.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children are required to be immunized; provider is responsible for obtaining up to date information according to the public health schedule.

Emergency Medical Consent Forms

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Zoning Act; law says that use of residence as a registered FDCH is permitted under local zoning laws except where the city or town expressly acts to regulate or prohibit FDCH. Since most local zoning laws do not address FDCH, amendment changes presumption that the use of a home as a FDCH is illegal to new presumption that it is a legal use.
- Boston passed a zoning amendment which allows FDCH to be an accessory use in a private residence.

Local Contact

- Local Office for Children.

Pending Legislation

- Family day care regulations are under total revision and are scheduled for promulgation in fall, 1992. The following changes are pending:
- Regulations and Requirements:
 - Provider infant ratio 1:3 (children under two years)
 - No provision for large family day care homes.
- Training and Orientation:
 - Orientation and training mandatory for new applicants.
 - 15 hours of training required over three year licensing period with documentation of hours presented at renewal application time.
- Infant Care:
 - Diaper supply required.
 - Diapering procedure required including hygiene and disposal practices.
 - Clothing change required.
 - Bottle labeling required when more than one child under 15 months is present.

-Sick Child Care:

- Care of mildly ill children permitted.
- Notification to parents required if illness occurs during care.
- Provider must meet individual needs for food, drink, rest, play materials, comfort and appropriate activities as indicated by health condition of the child.

-Special Needs Care:

- Provider shall require the parent to provide written recommendations from the child's physician or any other person who has evaluated or treated as to the specialized care or accommodations that a child with disabilities may require.
- Provider shall make reasonable accommodations to serve the child unless that accommodation would impose an undue hardship on the family day care home. If in the provider's judgement, the accommodation would cause undue hardship, written notification shall be provided to the parent(s) which includes reasons for this decision and informs the parents that they may contact the Office for Children and that Office determines if the provider is in compliance with this requirement.

MICHIGAN

Information

Supplied By: Ted de Wolf, Director
Dept. of Social Services
Division of Child Day Care Licensing
235 South Grand Avenue, Suite 1212
Lansing, MI 48909
(517) 373-8300

Number of Homes

12,000 family day care homes
1,500 group day care homes

Regulations and Requirements

- FDC providers may have 1-6 children and are required to be registered; no fee.
- Staff ratio is 1:6, including family members under 7 years old; no more than 4 children under 30 months and no more than 2 of those children can be under 18 months.
- Certificates of registration renewed every three years via the mail.
- Liability insurance not required.
- Substitute caregiver required for emergencies.
- FDCH inspected within 90 days of receiving certification; 10% random sampling of homes annually; visits usually scheduled. Division may not return unless complaint warrants unannounced visit; renewed every three years based on self-certification.
- Space requirements: 35 sq. ft. indoors; 400 sq. ft. for FDCH and LFDCH outdoors.
- Large Group Care Homes:
 - May serve 7-12 children known as Group Day Care Homes.
 - Provider/child ratio - 1:6.
 - Must be licensed with renewal every 2 years following on-site visit.
 - Special requirements include fire safety provisions for child occupancy above 2nd floor; emergency alarm and procedures; nighttime care, and fire extinguishers.

Training and Orientation

- FDC providers must complete within 3 years of registration first aid training and child cardiopulmonary resuscitation.
- Group DC providers must complete within 2 years of being licensed 20 clock hours of training related to care of children, including first aid, CPR, and 8 hours of child development.
- Orientation required for FDC providers.

Provider Qualifications

- Provider must be at least 18 years old.
- Signed statement by licensed physician required before provider can give child care and then every three years; statement must refer to provider's mental and physical capacity in handling children.
- Provider and family members over 14 must have TB test.
- Three written references required.

- Criminal record check required (no fingerprinting) for provider and family members over 18.
- Child Abuse Central Registry also reviewed.

Infant Care

- No special regulations.

Sick Child Care

- In FDCH and GDCH, no complete prohibition against sick children unlike day care centers.
- Isolate the child, if necessary.
- Report to parent immediately re: sickness.
- Written permission from parent required for administering medication.

Special Needs Care

- No special regulations.

Before and Afters School Care

- No special regulations.
- Overlap time for the integration of school age children into a family day care home caring for younger children is not allowed; child/staff ratio must be maintained at all times.

Discipline

- Corporal punishment including spanking prohibited.

Immunization Policy

- Children are not required to be immunized, although the provider is required to obtain a health record on each child which includes any immunizations.
- Provider is responsible to maintain current and accurate health record.

Emergency Medical Consent Form

- Form is required.
- Notarization is encouraged because hospitals are more likely to trust it if it has been notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDCH and GDCH are expected to comply with local ordinances. However, a license or certificate of registration will be issued as licensing law does not require such compliance.

Local Contact

- The Dept. of Social Services office in the county in which one lives.

Pending Legislation

- Legislation introduced for collection of fees to be used to add to licensing staff.

MINNESOTA

Information
Supplied By:

Donna Johnson
Division of Licensing
MN Dept. of Human Services
444 Lafayette Road
St. Paul, MN 55155-3842
(612) 296-3971

Number of Homes

3,386 (approximate) family day care homes
10,160 (approximate) large family day care homes

Regulations and Requirements

- FDC providers required to be licensed; no fee.
- Licenses are renewed annually through reapplication procedure.
- Staff ratios are: 1:5, maximum of 3 infants; 1:6, maximum of 2 infants; 1:10, no more than total of 3 may be infants and toddlers with maximum of 2 infants, and at least 4 must be school-age. (Infants defined by MN as 12 months and under, toddlers as 12-30 months.)
- Ratios include provider's own children 10 years of age and under.
- Liability insurance strongly encouraged; if provider has insurance less than \$100,000/person and \$250,000/occurrence, or no insurance, written notice of level of coverage must be given to and signed by parents of each child in day care home.
- Substitute caregivers restricted to 30 days per 12 month period.
- Day care homes inspected prior to licensing; subsequent visits at annual relicensing-advance notice given.
- Space requirements: Inside - 35 sq. ft. per child; outside - 50 sq. ft. per child.
- Large Family Day Care Homes:
 - May care for 10, 12, or 14 children.
 - Must adhere to following staff ratios:
 - 10 children: maximum of 3 infants and toddlers--only 2 may be infants; 2 must be school age; one provider.
 - 12 children: maximum of 2 infants and toddlers--only 1 may be an infant; 2 must be school age; one provider.
 - 14 children: maximum of 4 infants and toddlers--only 3 may infants; 2 must be school age; two providers.

Training and Orientation

- No training required before license granted; provider must have 9 hours of CPR within 1 year of or 1 year prior to licensing, in addition to 6 hours of child development.
- LFDC providers must meet one of three separate qualification requirements to begin LFDC care; the first option is a minimum of 1 year's experience as a licensed FDC provider and the other two options are combinations of experience as a provider, teaching assistant, nurse, etc. coupled with specified hours of training or child development education.

Provider Qualifications

- FDC provider must be at least 18 years old.
- Provider and all adult caregivers assisting with care must have physical exam within 12 months of licensing.
- Criminal record checks required; fee varies and some counties will pay fee.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations; A provider can decide for herself if she will accept a sick child into her home.

Special Needs Care

- No special regulations.

Before and After School

- Homes that care for only school age children are not required to be licensed by statute.
- No policy regarding overlap time for integration of school age children into the family day care home; child/staff ratios must be maintained at all times.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized.
- Provider is responsible for having current immunizations records which are checked annually at relicensing by social workers or relicensing worker.

Emergency Medical Consent Form

- Medical consent form required; but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- 1990 Legislature made FDC for 14 or less children a permitted single-family residential use.

Local Contact

- County Department of Social Services for family day care homes.

Pending Legislation

- None.

MISSISSIPPI**

Information

Supplied By: Diane Herring, Director
Dept. of Health
Division of Child Care
P.O. Box 1700
Jackson, MS 39215-1700
(601) 960-2055

Number of Homes

No numbers available on voluntary registered homes
50 large family day care homes
33 numbers available on Title XX homes

Regulations and Requirements

- Licensing required for homes with 6 or more children; voluntary registration for homes caring for 1 - 5 children.
- Annual registration fee of \$25, up to \$100 depending on the number of children licensed for; for FDCH with less than 6, annual renewal fee of \$5 required.
- Liability insurance not required.
- License renewal is annual upon completion of inspections and submission of renewal fee.
- Inspections occur before license is issued and at least twice a year thereafter.
- Space requirements: 35 sq. ft. of usable space per child inside; 70 sq. ft. of fenced area per child outside.
- Large Family Day Care Homes:
 - Allows up to 15 children.
 - No specific regulations.
 - Infant ratio 1:5.

Training and Orientation

- No training or orientation required.

Provider Qualifications

- Provider must be at least 21 years old.
- No physical exam or TB test required. Health statement required before licensing.
- Sex offense and child abuse registry checks required.
- Criminal record checked for crime against persons, drugs, child abuse, sex offense, or any other offense which is found to be related to the job of a day care provider.
- Provider or anyone else in the FDCH who lives there or spends a significant amount of time at the day care home when the children are there cannot be carrying an infectious disease.
- Provider cannot be a disabled person who needs a guardian and/or conservator.

Infant Care

- Special regulations about space requirements, diapering and toileting, sleeping, feeding, safety and sanitary procedures, toys and equipment, program activities, and transportation.

Sick Child Care

- Any child with a serious contagious disease must be reported immediately to the local health department officer.
- Day care provider may exclude, isolate, or group together sick child(ren) based on level of sickness and contagiousness, must call parent and request them to pick up their sick child(ren).

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy regarding overlap time.

Discipline

- Corporal punishment, including spanking is prohibited.

Immunization Policy

- Children must be immunized in licensed homes.

Emergency Medical Consent Form

- Form required in licensed homes, but does not have to be notarized.

National Life Safety Code

- Self-evaluation by operator incorporates Life Safety Code requirements.

Zoning

- Must comply with local zoning ordinances.

Local Contact

- Health Dept. for Licensure, Welfare for Slot Purchase Funding, Education (State Office) for USDA Assistance.

Pending Legislation

- None.

**Unverified

MISSOURI

Information

Supplied By: Mary Moberly
Child Care Licensing Unit
Division of Family Services
P.O. Box 88
Jefferson City, MO 65103
(314) 751-2678

Number of Homes

2,460 family day care homes

Regulations and Requirements

- Licensing required; renewed biennially.
- Provider may care for maximum of 10 children; providers may obtain a flexible license; ages of children determine necessity of assistant.
- Staff/infant ratio is 1:4.
- Liability insurance is not required.
- Parents required to sign statement indicating that they have seen a copy of the licensing rules.
- Substitute caregiver required before license is given.
- Inspections occur before license is granted; 3 supervisory visits and a renewal inspection required during licensure period. More visits conducted if necessary.
- Space requirements: 35 sq. ft. indoors; 75 sq. ft. outdoors.

Training and Orientation

- None required at this time.

Provider Qualifications

- FDC provider must be at least 18 years old.
- Physical exams necessary for provider and any family member that resides in the home during day care hours.
- Three written references required.
- No criminal record checks required.

Infant Care

- No special regulations.

Sick Child Care

- Comprehensive proposed rules and regulations for facilities providing care specifically for ill children.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations; however they hope to develop some.
- On a full vacation day the child may bring a sack lunch.
- Overlap of 1/3 of children may be approved when integrating school age into family day care where younger age children are in care.

Discipline

-Corporal punishment prohibited.

Immunization Policy

-State law requires immunizations for children prior to enrollment in day care facilities caring for more than 9 children; this is monitored by the Department of Health.

Emergency Medical Consent Form

-Form is required, but it does not need to be notarized.

National Life Safety Fire Code

-Not adopted.

Zoning

-FDCH must comply with local ordinances.

Local Contact

-Division of Family Services for the individual county.

Pending Legislation

-No pending legislation; however, every year for the last several legislation has been introduced to get rid of the well-known religious order exemption.

MONTANA

Information
Supplied By:

Becky Fleming
Department of Family Services
P.O. Box 8005
Helena, Montana 59604
(406) 444-5900

Number of Homes

1,048 family day care homes
494 group family day care homes

Regulations and Requirements

- Homes registered for 1-6 children including family's children who are under six years of age; no registration fee.
- Maximum of 3 infants in family home; maximum of 6 infants in group home.
- Registrations renewed annually through reapplication.
- Liability insurance required by law.
- No inspection required before registration; 20% of homes inspected annually.
- Space requirements: 35 sq. ft. inside; 75 sq. ft. outside.
- Large Family Day Care Homes:
 - Must be registered.
 - Maximum of 12 children with 2 providers.
 - Provider/child ratio - 1:6.

Training and Orientation

- LFDCH: Providers must attend a basic day care orientation within the first 60 days of certification.
- CPR and first aid training is strongly recommended.

Provider Qualifications

- Provider must be at least 18 years old.
- Three written or oral references required.
- No criminal record checks or fingerprinting required.

Infant Care

- Supplemental regulations for infant day care were reprinted in 2/92.
- Each infant shall have a written statement by a physician or county health nurse concerning any special needs and documents child's presence in day care poses no health risk to other children.
- Special regulations regarding diapering, wet or soiled clothing, feeding, bathing, sleeping, transportation, activities, building and space, and equipment.
- Staff/child ratio: 1:4; each child is assigned a primary caregiver; staff must be sufficient so that there is always one adult present and supervising.

Sick Child Care

- No special regulations.

Special Needs Care

- Special needs day care is at the paid rate of \$12.00/day in family day care and group day care homes, while centers are paid more.

Before and After School Care

- No special regulations.
- Overlap hours cannot exceed 3 hours per day. In group home situations if registered for 9 or fewer children, only 3 additional children can be served in overlap; registered for 10 or fewer only 4 additional children. In family day care homes no more than 2 children can be served.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children are required to be immunized; provider must keep up to date records of the immunizations.

Emergency Medical Consent Form

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDCH and LFDCH exempt from conditional use permit requirements; both are legitimate uses of residential property.

Local Contact

- Department of Family Services Regional Office.

Pending Legislation

- The state has contracted with the Montana Childcare Association to study the present state regulations for family, group day care and centers. This will be a one year project and will include a review of administrative structure, policies and payment rates.

NEBRASKA

Information Supplied By:

Pat Urzedowski, Asst. Div. Adm.
Child Care and Development Div.
Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
(402) 471-9431
Fax #402-471-9455

Number of Homes

2,396 family day care homes
198 group family day care homes

Regulations and Requirements

- Self-certification process for FDC providers; fee is \$25 and must be renewed every 2 years; money goes to general fund for Dept. of Social Services.
- FDC providers may care for up to 8 children including family members under 8 years old; no more than 2 children may be under 18 months old; additionally there may be 2 before/after school children for not more than 4 hours a day including overlap time.
- Provider/child ratio: infants only - maximum of 4; mixed ages - maximum of 8, no more than 2 infants at one time; school age only - maximum of 10.
- For FDC, there is a self-administered home inspection prior to certification; random inspections are made of 5% of homes annually; licensing specialist is required to make spot check unannounced visit within 60 days of licensure or renewal in addition.
- Liability insurance is not required.
- Space requirements: 35 sq. ft. indoors per child; 50 sq. ft. outdoors per child.
- Group Family Day Care Homes:
 - Provider/child ratio: 9-12 children with 2 providers, or 8 or fewer children if more than 2 of the children are under 18 months old; maximum of 4 infants in mixed age Group Day Care Homes; infants only - 3 caregivers to 12 infants or 2 caregivers to 8 infants.
 - Must be inspected by Fire Marshal, Dept. of Health, and Dept. of Social Services.

Training and Orientation

- FDC providers are not required to have formal training except for CPR/First Aid training.
- LFDC Providers must meet one of following:
 - 2 years experience as a licensed family day care home provider;
 - 1 year in LFDCH experience;
 - 2 credit hours or 20 clock hours in early childhood education, child development, or child care administration.

Provider Qualifications

- FDC provider must be at least 19 years old.
- Physical exam including blood pressure, urinalysis, self-disclosure statement on substance abuse and treatment for mental health problems.

- Three written references required.
- Some cities have permit requirements which includes criminal records check.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- The overlap of 2 before and afterschool children is all allowed for not more than a total of 4 hours per day.

Discipline

- Corporal punishment in form of an open hand on the buttocks is allowed in FDCH with written permission from parents.
- Corporal punishment prohibited in LFDCH.

Immunization Policy

- Children do not have to be immunized.

Emergency Medical Consent Forms

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- In 1991 LB836 was passed, the Quality Child Care Act, one provision of which prohibits cities and communities from imposing zoning ordinances that prohibit family day care

Local Contact

- There are Child Care Resource Specialists in 10 locations throughout the State.
- There are 50 Registration Clerks throughout the State DSS offices.

Pending Legislation

- Looking at changing the name Family Day Care Home to Family Child Care - Small and Group Family Day Care Home to Family Child Care - Large.
- The department is working to establish a core set of regulations with specific guidelines for specialized kinds of issues to be written and promulgated in 1992/1993.

NEVADA

Information

Supplied By: Patricia J. Hedgecoth, Chief
Bureau of Services for Child Care
711 E. Fifth Street
Carson City, NV 89710
(702) 687-5911

Number of Homes

460 family child care homes
30 group family care homes

Regulations and Requirements

- Licensing by State law when caring for 5 or more children for compensation.
- Licensing fees: 6 or less children - \$20; 7-12 children - \$60.
- Licenses renewed annually.
- FDC providers may care for maximum of 6 children, not including family members; maximum of 4 children under 2 years of age, 2 children under 1 year.
- Liability insurance required.
- Substitute caregiver required, providers must give the name and phone number of the substitute to the licensing agency with proof of FBI check.
- Initial inspections prior to licensure; subsequent inspections throughout year with minimum of 2 per year - inspections are random, no advance notice.
- Space requirements: 35 sq. ft. per child inside usable space; 37 1/2 sq. ft. per child outside.
- Large Family Day Care Homes:
 - Known as Group Care Home.
 - 7-12 children must be cared for by a minimum of 2 providers.
 - Provider/child ratio of 1:6 maintained; no more than 8 children under 3 years old and no more than 4 children under 1 year.
 - An additional caretaker must be on duty whenever one or more of the following conditions exist:
 - More than six children are in the facility;
 - More than four of the children are less than 2 years of age;
 - More than two of the children are less than 1 year of age.

Training and Orientation

- Providers must take an initial 3 hours of training within the first six months of licensing; 3 hours of continuing education annually follows.

Provider Qualifications

- Owner must be 18 years old. The facility may not be operated without a caregiver a minimum of 18 years old on the premises.
- Caregivers must be at least 16 years old and have had a Child Development course if under 18 years of age.
- Physical exams not required; TB test is required, renewable every 2 years.
- FBI background checks conducted on all licensees and adult family members living in home, renewable every 6 years.

Infant Care

- Special regulations adopted.

Sick Child Care

- Special regulations adopted.

Special Needs Care

- Special regulations adopted.

Before and After School Care

- No special regulations.
- No overlap time policy.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Provider must obtain and maintain on premises a current immunization record for each child prior to their admittance. Provider is responsible for seeing that the parent keeps child's immunization record current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Adopted by the State Fire Marshal's Office.

Zoning

- Child care homes must comply with local ordinances.

Local Contact

- Except for localities listed below, contact the Bureau of Services for Child Care (702-687-5911) to get the county or city contact near your area.

Pending Legislation

- None.

The Bureau of Services for Child Care does not license child care facilities in the localities listed below. Please direct inquiries concerning these facilities to one of the following:

Carson City

Jack Fralinger, Director
Carson City Health Dept.
Environmental Health Svs.
1711 North Rood Street
Carson City, NV 89701
(702) 887-2190

City of Las Vegas

Liz Newburn
Privilege License Div.
City of Las Vegas
Dept. of Business Activity
400 E. Stewart Ave.
Las Vegas, NV 89101
(702) 386-6011

Clark County (Unincorporated areas)

Barbara Clark, Supervisor
Child Welfare Licensing
Clark County Social Services
651 Shadow Lane
Las Vegas, NV 89106
(702) 455-4218

Washoe County

Jerry Tracy, Licensing Supervisor
Washoe Co. Social Svs.
P.O. Box 11130
Reno, NV 89520-0027
(702) 328-2300

NEW HAMPSHIRE

Information

Supplied By: Robert Letellier, Chief
Bureau of Child Care, Standards and Licensing
Health and Human Services Building
6 Hazen Drive
Concord, NH 03301-6527
(603) 271-4523

Number of Homes

370 family day care homes
130 large family day care homes

Regulations and Requirements

- Licensing required; renewed every 3 years.
- In a family day care home, 1 provider may care for any 1 of the following groups of children (includes the provider's own biological or adopted children, foster and resident children up to 10 years of age):
 - 1) 6 preschool children and 3 school age children provided that no more than 3 children shall be under 36 months of age of which no more than 2 shall be under 19 months of age.
 - 2) 5 preschool children and 3 school age children provided that no more than 4 children shall be under 36 months of age of which no more than 2 children shall be under 24 months of age.
 - 3) 4 children under 36 months of age.
 - 4) 6 preschool children and 3 school age children provided that no more than 4 children shall be under 36 months or age of which no more than 2 children shall be under 24 months of age.
- Substitute caregiver required.
- All DCH inspected by health and fire departments; inspection by licensing bureau occurs prior to license being granted and 3 times during 3-year license period; at least one inspection/license period is unannounced.
- National Fire Prevention Code needs to be met, regulated by New Hampshire Dept. of Safety, Fire Marshall's Office.
- Space requirements: Inside - 35 sq. ft. per child; outside - 50 sq. ft. per child; however, homes with less than 50 sq. ft. outside per child are acceptable as long as the outside area is at least 1/3 of the required 50 sq. ft. per child and as long as the area of outside sq. ft. per child never falls below, at any time, 50 sq. ft. for every child outside.
- Large Family Day Care Homes:
 - 2 caregivers with 7-12 children and up to an additional 5 school age children; may have up to 4 children under 3 years of age.
 - Same provider/infant ratios.

Training and Orientation

- First Aid and Child CPR certification is required.
- FDC providers between 18 and 21 years of age must have a child care vocational course approved by the State Dept. of Education.

Provider Qualifications

- FDC provider must be at least 18 years old.
- Physical exams required every 3 years.
- In-state criminal and child abuse record checks required for provider, staff and for any resident in home over 18 years old.

Infant Care

- No separate special regulations.

Sick Child Care

- No separate special regulations.

Special Needs Care

- Provider must consult for the child's parent(s), physician or other professional source providing services to the child, on an ongoing basis, as designated by the parent in order to obtain written instructions regarding the child's disability and methods of meeting the child's special needs.

Before and After School Care

- No separate special regulations.
- No overlap time allowed; must be licensed to provide care to school age children; must abide by maximum capacity on license.

Discipline

- Corporal punishment prohibited as is punishment which is humiliating, shaming, frightening or otherwise damaging to children. Children's behavior supported with positive guidance.

Immunization Policy

- Children must be immunized; records must be on file in the home the first day the child attends. The provider is not in compliance with regulations if a child falls behind in immunization status; religious and medical exemptions are allowed.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- The State Fire Marshall has adopted the National Code.

Zoning

- FDCH and LFDCH must comply with local ordinances, some of which have changed in regards to inspections and zoning fees.

Local Contact

- New Hampshire Division of Public Health Service, Bureau of Child Care Standards and Licensing, or call 1-800-852-3345 ext. 4624, or 1-603-271-4624.

Pending Legislation

- Zoning legislation is pending to assure FDCH aren't zoned out.

NEW JERSEY

Information Supplied By:

Richard Crane, Acting Chief
Bureau of Licensing
Division of Youth and Family Services
CN 717
Trenton, NJ 08625
(609) 292-1018

Number of Homes

4,000 voluntary registered family day care homes

Regulations and Requirements

- New Jersey has a two-tiered system of regulation: The New Jersey Division of Youth and Family Services (DYFS) inspects, approves and contracts with Family Day Care Sponsoring Organizations; these organizations then inspect, monitor and register FDC providers.
- Each sponsoring organization has a designated geographical area that it is responsible for (one or more counties).
- In addition, there are Family Day Care networks that can be private for profit or non-profit who screen, train and approve family day care homes but do not have the State contract to issue the registration certificate.
- Providers participating in the voluntary registration program must obtain a Certificate of Registration; renewable every 3 years (\$25 fee, which is used by sponsoring organizations to support registration programs).
- Provider/child ratio is 1:5; 3 additional children are allowed if they reside in the home or are the assistant's or substitute's children; provider/infant ratio is 1:3. (See further explanation below.)
- Inspections are done prior to certification and then once every 2 years, plus 20% random sample inspected annually.
- Providers that do not participate in the voluntary registration program have no regulations or requirements to meet, but do not accrue the benefits of FDC registration, including referrals of consumers through the State Resource and Referral System.
- Liability insurance is not required but most FDC networks make it available to the providers in their network either by paying the premium for the provider or by collecting the premium from the provider and submitting it to the insurance agency.
- New Jersey has no LFDC; program serving 6 or more children under age 6 must be licensed as a child care center.

Training and Orientation

- 6 hours of pre-service training before a certificate of registration is issued; topics include child development, discipline, safety, first aid, health, nutrition, program activities, and parent-provider communication.
- 2 hours of in-service training required annually.

Provider Qualifications

- FDC providers must be 18 years old.
- Medical statement including Mantoux test.

- Two written references required.
- Self-disclosure of criminal convictions of the provider, provider substitute, assistant, and all members of the provider household over 14 years of age.

Infant Care

- No special regulations.

Sick Child Care Regulations

- No special regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy on time overlap for integration of before and after school children into family day care home caring for young children at other times.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Registered providers are required to have children's immunization records on file. Parents are responsible for keeping the records current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Zoning law deems FDCH's are a permitted use in residential zones, condominiums, cooperatives and horizontal property regimes.

Local Contact

- Family day care sponsoring organizations, which may be public agencies or private non-profit organizations.

Pending Legislation

- A provision of the zoning law that required fingerprint background checks for registered family day care providers has been postponed until 1994 by a legislative amendment.
- Pending legislation would modify the definition of family day care home to exclude in-home care and shared care, and to require the provider to live in the home.

Maximum Numbers of Children Permitted in the Home
Without a Provider Assistant

	Infants		Toddlers		Preschoolers		School Ageds	
Total:	2	and	1	and	0	and	5	
	2	and	1	and	1	and	4	
	2	and	1	and	2	and	3	
	3	and	0	and	0	and	5	
	0	and	4	and	0	and	4	

	Infants		Toddlers		Preschoolers and School Ageds Combined	
Total:	0	and	1	and		7
	0	and	2	and		6
	0	and	3	and		5
	0	and	0	and		8
	1	and	0	and		7
	1	and	1	and		6
	1	and	2	and		5
	2	and	0	and		6

Maximum Numbers of Children Permitted in the Home
WITH a Provider Assistant

	Infants		Toddlers		Preschoolers		School Ageds	
Total:	2	and	1	and	3	and	2	

	Infants		Toddlers		Preschoolers and School Ageds Combined	
Total:	1	and	3	and		4
	2	and	2	and		4
	0	and	4	and		4
	0	and	5	and		3
	0	and	6	and		2
	0	and	7	and		1
	0	and	8	and		0

	Infants		Toddlers, Preschoolers, and School Ageds Combined	
Total:	3	and		5
	4	and		4
	5	and		3
	6	and		2
	7	and		1
	8	and		0

- Infants refers to children under 15 months of age, including children residing in the provider's home.
- Toddlers refers to children aged 15 months to two years, including children residing in the provider's home.
- Preschoolers refers to children aged two to six years, including children residing in the provider's home.
- School Ageds refers to children aged six to 14 years, excluding children residing in the provider's home.

Family Day Care Sponsoring Organizations

Atlantic Atlantic County Women's Center	(609) 646-6071
Bergen Bergen County Office for Children	(201) 646-3694
Burlington Children's Home Society	(609) 695-6274
Camden Camden County Division of Children's Services	(609) 968-4260
Cape May or Gloucester Family Day Care of Gloucester County, Inc.	(609) 589-0260
Cumberland Martin Luther King Academy	(609) 692-6012
Essex Programs for Parents	(201) 857-5177
Hudson, Passaic or Sussex North Jersey Community Coordinated Child Care	(201) 684-1904
Hunterdon Child Care Channels	(908) 782-7905
Mercer Child Care Connection, Inc.	(609) 737-3945
Middlesex Middlesex County Board of Social Services	(908) 745-3500
Morrmouth Morrmouth County Board of Social Services	(908) 431-6000
Morris Children's Services of Morris County	(201) 927-6060
Ocean CHS Child Care	(980) 905-6363
Salem Educational Information and Resource Center	(609) 582-8282
Somerset Child Care Connection, Inc.	(908) 725-2059
Union Community Coordinated Child Care of Union County	(908) 923-1433
Warren Child Care Channels	(908) 454-2074

NEW MEXICO

Information Supplied By:

Stephen M. Borland, Program Manager
Licensing and Certification Bureau
1190 St. Francis Drive, Marquez Plaza
P.O. Box 26110
Santa Fe, NM 87502-6110
(505) 827-4202

Number of Homes

3 family day care homes
110 large family day care homes

Regulations and Requirements

- Licensing required for providers caring for 5 or more children; \$15 annual licensing fee with renewal.
- FDCH may have maximum of 6 children with no more than 2 under the age of 2, includes provider's children under age 6.
- Provider/child ratios: infants, toddlers, preschoolers, and schoolage - 1:6 and 2:7-12.
- Liability insurance not required.
- Inspections occur before licensure and semi-annually thereafter.
- Space requirements: Inside- 35 sq. ft. of activity area per child; outside- 60 sq. ft. per child for 20% of the licensed capacity.
- Large Family Day Care Homes:
 - Also known as Group Day Care Homes.
 - 7-12 children may be cared for with maximum of 4 under age 2.
 - Provider/child ratio is 1:6.

Training and Orientation

- Training required for FDC and LFDC providers.
- FDC: Providers must have 6 hours training annually in topics such as first aid, sanitation, nutrition, etc.
- LFDC: Providers must have 12 hours training annually; 6 hours will cover topics covered with FDC providers and the other 6 will be in child growth and development.

Provider Qualifications

- Day care provider must be 18 years old.
- Initial TB test required.
- Criminal record checks and fingerprinting required for provider and household members over 18 years old; cost is \$23 per person. (Paid to the Federal Bureau of Investigations.)

Infant Care

- Special regulations are included with the general regulations (in addition to).

Sick Child Care

- Regulations applicable to sick child care are included with general standards.

Special Needs Care

- Special regulations are included with the general regulations (in addition to).

Before and After School Care

- No special regulations.
- No provision for overlap time integrating before and after school children in the family day care homes; child/staff ratios must be maintained at all times.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized; provider must disenroll a child whose records are not current.

Emergency Medical Consent Forms

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Included as adopted by the state Fire Marshall's Office.

Zoning

- All facilities must comply with local ordinances.

Local Contact

- First contact should be with the state agency.

Pending Legislation

- Regulations will be revised to meet the deadline of the Child Care Development Block Grant.

NEW YORK**

Information
Supplied By:

JoAnn Freidell
DSS - Bureau of Child Care
40 N. Pearl Street, 11-B
Albany, NY 12243
(518) 474-5926

Number of Homes

10,460 family day care homes
671 group family day care homes

Regulations and Requirements

- Registration required if caring for 3 - 6 children; no fee; registration is for one year the first time and if no violations/complaints, every two years thereafter.
- No more than 2 children under the age of 2.
- There may be no more than 5 children if at least 1 child is under 3.
- Two additional school aged children may be cared for with agency approval of the increased capacity.
- Liability insurance not required.
- Parents must have unlimited access to their children while in FDCH.
- Homes inspected on a 20% random-sample basis annually; if there is a complaint for non-compliance, homes must be visited unannounced within 15 days; if there is a complaint of imminent danger, homes must be visited unannounced within 24 hours.
- Space Requirements: None.
- Large Family Day Care Homes:
 - Two providers care for up to 10 children with no more than 4 being under the age of 2, or up to 12 children if none are under the age of 2.
 - Two additional school aged children may be cared for before and after school hours.
 - LFDC providers also required to be licensed which are renewed every two years.

Training and Orientation

- Orientation is required by DSS approved organization.
- 15 hours of training approved by DSS is required the first year and 15 hours every two years thereafter.

Provider Qualifications

- FDC provider must be at least 18 years old.
- Physical exams required prior to issuing and renewing registration.
- References required.
- Providers must sign sworn statement indicating whether, to the best of their knowledge, they have never been convicted of a crime in New York State or any other jurisdiction.

Infant Care

- No special regulations.

Sick Child Care

- Regulations currently being developed.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No provision for overlap time.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized; providers must maintain current records.

Emergency Medical Consent Form

- Forms are required, but they do not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDCH must comply with local ordinances.
- State statute exempts LFDCH from any special zoning requirements except where they are located above the ground floor of a multi-family dwelling that is not fireproof.

Local Contact

- N.Y. State Dept. of Social Services for private pay placements and County Departments of Social Services for subsidized placements.

Pending Legislation

- None.

**Unverified

NORTH CAROLINA

Information

Supplied By: Talitha Wright
Division of Facility Services
Child Day Care Section
701 Barbour Drive
Raleigh, NC 27603
(919) 733-4801

Number of Homes

3,266 family day care homes
172 large family day care homes

Regulations and Requirements

- Registration required for any person providing care for 3-5 preschool children; registered home may also care for 3 additional school aged children; no fees except for \$4 initial charge to all new applicants requesting a registration packet.
- Registration is renewed every 2 years through reapplication and announced home visits by the child care consultant.
- FDCH are required to meet minimum health, safety, and sanitation regulations.
- Liability insurance not required.
- Any provider caring for 6 or more preschoolers must be licensed to operate a large day care home or center.
- FDCH inspected before initial registration, during announced renewal visits, some random drop-in visits and whenever a complaint is received.
- Space requirements: None for small family day care homes. For large family day care homes - 25 sq. ft. per child inside, 75 sq. ft. per child outside.
- Large Family Day Care Homes:
 - Must be licensed; no fee.
 - Provider/child ratios in LFDCH:

All infants	1:6	2-12 years	1:10
0-4 years	1:6	3-12 years	1:12
0-12 years	1:8	School age	1:15
2-12 years	1:10		
 - Some extra children allowed in the two weeks before and after school begins and ends.

Training and Orientation

- First Aid and Child CPR required.
- FDCH: Complete CPR training, but no certificate required.
- LFDCH: One year of experience as a caregiver in a day care home or center is required.
- LFDCH: All staff members must participate annually in 20 hours of training related to the care of children.
- LFDCH: CPR Certification required.

Provider Qualifications

- FDCH provider must be 18 years old and literate.
- Providers must have biennial TB tests and health statements.

- Providers can have no criminal records of child abuse nor any behaviors or habits that may be harmful to children (e.g., drug or alcohol abuse).
- LFDOH providers must be 21 years old and literate.
- LFDOH providers must have annual TB tests and health statements.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- A provider who cares for only school age children may care for eight children.
- A provider may care for two school age children before and after school not to exceed an overlap period of two hours. However, these children can be cared for all day on school holidays and during the summer; generally overlap is not encouraged.
- State law exempts day care arrangements that operate less than 4 hours per day. If before/after school hours total less than 4, no regulation is required.

Discipline

- Corporal punishment, and other negative forms of discipline which are threatening, frightening, or otherwise unduly harsh are prohibited.

Immunization Policy

- Children are required to be immunized by public health laws; providers are responsible for ensuring that children are fully immunized prior to enrollment and are kept current.

Emergency Medical Consent Form

- Form is required; they must be notarized for small family day care homes, but not for large day care homes.

National Life Safety Fire Code

- Not adopted.

Zoning

- Must comply with local ordinances.

Local Contact

- Division of Facility Services, Child Day Care Section (919) 733-4801.

Pending Legislation

- Bill to exempt drop-in arrangements associated with health spas, bowling alleys, resort hotels, etc. from licensure is pending.
- Bill to exempt child day care arrangements operated by non-public schools has passed the State Senate; not considered by the State House yet.

NORTH DAKOTA

Information
Supplied By:

Corinne Schock
Office of Human Services
State Capital Building
Bismarck, ND 58505
(701) 224-4809

Number of Homes

1,103 family day care homes
552 large family day care homes

Regulations and Requirements

- License required for 6 or more children, or for 4 children under 24 months of age.
- No more than 7 children allowed in a FDCH plus 2 additional school age children before and after school.
- License fee is \$20 for two years; money is used to offset expense of day care licensing worker and day care provider training.
- Parents must make pre-enrollment visit and have free access to home.
- Substitute caregivers required; Abuse and Neglect investigation are conducted.
- Homes inspected before licensing.
- Space requirements: 35 sq. ft. inside; 75 sq. ft. outside.
- Large Family Day Care Homes:
 - Must be licensed with annual renewal; fee is \$25.
 - Staff ratios: 1:4--under 2 1:10-4 years
 1:5--2 years 1:12-5 years
 1:7--3 years 1:18-6 years and up
 - 8-18 children are allowed.
 - County social services office does inspections and state DHS issues license.

Training and Orientation

- Education requirements vary for different levels of care.
- LFDCH: Supervisor-CPR certification and 6 hours training/year and caregiver-up to six hours of training depending on percentage of their full-time job.

Provider Qualifications

- Provider must be at least 18 years old.
- Mentally, physically, and emotionally capable of providing care for children.
- No criminal records check but a Child Abuse and Neglect Records check required.

Infant Care

- No separate special regulations.
- Minimum requirements in large group homes.

Sick Child Care

- Regulated by Health Dept. No state regulations. The only sick child care is provided in local hospitals as part of their service to the community.

Special Needs Care

- No separate special regulations.

Before and After School Care

- In the process of developing separate regulations.
- The overlap policy is that 2 extra school age children are allowed before and after school over license capacity.

Discipline

- Corporal punishment prohibited.
- Time out, diversion, separation from problem, talking with child about problem, praise for appropriate behavior, and gentle physical restraint are encouraged.

Immunization Policy

- Children must be immunized; provider is responsible to maintain records current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Local agencies adopt their own codes. The National Life Safety Fire Code is enforced in most of state.

Zoning

- FDCH and LFDCH must comply with local ordinances.

Local Contact

- County Social Services.

Pending Legislation

- None.

OHIO

Information Supplied By:

Joan Van Hull, Chief
County Technical Support Section
BCCS - OH DHS
65 East State Street, 5th Floor
Columbus, OH 43215
(614) 466-7762

Number of Homes

5,840 Type B homes
18 Type A large homes

Regulations and Requirements

- Certification for FDOH (Type B) is required for homes that receive public funds and care for 1-6 children.
- Type B homes care for 1-6 children including related children under 6 years of age and no more than 3 may be under 2 years of age.
- Certification is valid for one year and is renewed based on county inspection findings.
- All homes inspected twice a year.
- Space requirements: 35 sq. ft. indoors; 60 sq. ft. per child using space at a time outdoors.
- A new category of day care providers was added under Type B: Type B Family Day Care Limited Certification. This certification is issued to adult providers who provide day care for public funded children who are great grandchildren, grandchildren, nieces, nephews or siblings of the provider or the parent's children who are a grandchild, child, niece, or sibling of the provider. The homes are inspected once a year. Certification is valid for two years and there are no space requirements.
- Large Family Day Care Homes:
 - Also known as Type A homes.
 - Licensing required for homes caring for 7-12 children including children related to licensee under the age of 6 and no more than 3 of whom may be under the age of 6 years when 4 or more children are under 2 years of age.
 - Initial fee of \$50 for licenses and a \$25 renewal fee; licenses must be renewed every 2 years.

Training and Orientation

- Personnel in Type A homes must have a high school diploma and, unless educationally exempt, must complete 15 hours in-service training annually until 45 hours are completed. Each home must have one person who has completed first aid training.
- The administrator (director) of the Type A home must have a high school diploma, 2 years child care experience or college, and, unless educationally exempt, must complete 15 hours in-service training annually until 45 hours are completed.
- Personnel in Type B homes must complete 12 hours of in-service training during first year of certification and 6 hours annually until 30 hours are completed unless educationally exempt. In addition, each provider must complete a 6 hour Health and Safety in Family Day Care course during first year of certification.
- There are no training requirements for persons certified as Type B Family Day Care Home Limited Providers.

Provider Qualifications

- Provider must be at least 18 years old.
- Signed statement from provider and family members over 18 that they have no criminal record of acts involving children.

Infant Care

- No special regulations.

Sick Child Care

- Other than a cold and minor symptoms, isolate the child and observe. If more serious symptoms arise, call parents and send the child home.

Special Needs Care

- No special regulations.
- Care of children with disabilities or health conditions must have a written plan for the care of that child which must be approved by the parent and provider.

Before and After School Care

- New special regulations for Type B homes.
- No policy regarding overlap time for integration of school age children into home caring for other ages.

Discipline

- Written discipline policy statement must be signed and approved by parents; spanking not permitted in certified type B homes. Spanking is permitted, under certain restrictions, in licensed type A homes.

Immunization Policy

- Immunizations not required for Type B limited certification.
- Otherwise children are required to be immunized; CHDS shall ensure the child's immunizations are current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Type B homes can operate in any neighborhood zoned residential.
- Type A homes may be excluded by zoning requirements; face same zoning requirements as centers.

Local Contact

- For type B homes: County Department of Human Services.
- For type A homes: State Department of Human Services.

Pending Legislation

- H.B. 356: Child Care Enforcement Bill. This bill will revise Ohio's Child Day Care Licensing Law.
- H.B. 155, effective 7/92, added a new Type B Family Day Care certification classification for relatives and included major revisions to the state's day care program.

OKLAHOMA

Information

Supplied By:

Nancy vonBargen
Department of Human Services
P.O. Box 25352
Oklahoma City, OK 73125
(405) 521-3561

Number of Homes

2,954 family day care homes

Regulations and Requirements

- Licensing required; no fee.
- Licenses renewed annually; homes monitored 3 times per year.
- Provider may care for maximum of 7 children.
- Liability insurance required for transportation.
- Substitute caregiver required; does not have to be licensed.
- Inspections of homes occur initially and three times per year.
- No provisions for LFDCH.
- Space requirements: 35 sq. ft. per child indoors; 75 sq. ft. per child outdoors.

Training and Orientation

- Training not required.

Provider Qualifications

- FDC provider must be 18 years old.
- Initial physical exam required.
- Four written references required, including one from the family physician.
- No criminal record checks or fingerprinting required.

Infant Care

- No special regulations.

Sick Child Care

- Sick child is isolated and parents are notified.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulation.
- No policy regarding overlap time for integrating school age children into a home caring for younger children.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized; provider must maintain health records including current immunization record; now also includes HIB (Haemophilus Influenza Bacteria, Type B).

Emergency Medical Consent Form

- Form required, but it does not have to be notarized.

National Life Safety Fire Code

- No policy.

Zoning

- FDCH must comply with local ordinances.

Local Contact

- Dept. of Human Services. Licensing staff is headquartered in 33 of 77 county offices.

Pending Legislation

- Revisions proposed to take effect this fall:
 - Initial TB test rather than medical examination.
 - 10 hours of training annually.
 - Sick child isolated, parents notified, but care may be provided.
- New legislation increased family day care home capacity to 7 children and a resolution called for a ban on tobacco product use in all child care settings.

OREGON

Information Supplied By:

Karen Moffat
Day Care Services
Children's Services Division
126 Commercial Street, S.E.
Salem, OR 97310
(503) 378-3178

Number of Homes

6,302 (voluntary) family day care homes
160 (mandatory) large family day care homes

Regulations and Requirements

- Registration voluntary and can be renewed every 2 years through the mail; no fee.
- Provider may have maximum of 6 day care children with no more than 2, including provider's own children, under 2 years old. Provider may have up to 10 children in the day care home under 13 only where 4 are the provider's.
- Liability insurance not required for FDC or LFDC.
- No home inspections done on FDC.
- Space requirements: 35 sq. ft. exclusive of bathrooms and hallways and any other space not used regularly by day care children.
- Large Family Day Care Homes:
 - 7-12 children with the following staff ratios:
 - 1:4 (4 infants and toddlers)
 - 1:4 (3 infants and toddlers/1 pre-school)
 - 1:6 (2 infants and toddlers/4 pre-school)
 - 1:6 (1 infant and toddler/5 pre-school)
 - 1:10 (10 pre-school or school age)
 - 1:12 (12, all school age)
 - Required to be certified; \$5 annual fee.
 - Certified under rules specifically for this type of facility.
 - Home visit is made; inspections from fire marshal and sanitarian are made.

Training and Orientation

- No training required for FDC providers.
- 1-1/2 hours orientation session required for FDC providers.
- LFDC providers receive pre-certification consultation on an individual basis; no specific orientation; 15 clock hours per year of training is required.

Provider Qualifications

- Provider must be at least 18 years old.
- No convictions for crimes against persons and absence of founded child abuse allegation; also, no felony offenses involving controlled substances, or any other offense bearing substantial relation to qualifications, functions of operator, or employee of day care facility.
- Criminal record checks of Oregon law enforcement data required for all adults in the registered or certified family day care homes, and all adults who are in a day care facility for a significant period of time when children are present.

Infant Care

- No special regulations.

Sick Child Care

- Provider must keep records of:
 - emergency medical treatment form accepted by local medical facility (noted on form), information and authorization form from parents or guardian, medication administered to the child while in the day care facility, and accidents, injuries, and communicable diseases.
- Ill children not accepted unless all children are from one family.
- Children who become ill at the day care home are isolated until they are picked up by their parents.
- If illness is serious, notify physician named on form, or take the child to the medical facility named on form.
- Parents must be notified when medication is administered the day it is given, if permission to give medication was granted on an as needed basis.
- For prescription medication, written authorization from parents is required, for nonprescription medication, written instructions from parents is required.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulation.
- No policy regarding overlap time for integration of school age children into family day home servicing younger children.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children are required to be immunized; parent is responsible for keeping current.

Emergency Medical Consent Form

- Form is required, but it does not need to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDOH and LFDOH are considered residential uses of property for zoning purposes; no restrictions may be imposed on day care homes that are not also placed on other dwellings in residential or commercial zones.

Local Contact

- Statewide Toll Free Number to Central Office, Children's Services Division: 1-800-556-6616, Oregon only.

Pending Legislation

- Family day care rules are being revised and may be effective September, 1992.

PENNSYLVANIA

Information

Supplied By:

Marie James, Policy Specialist
BCDC - OCYF - DPW
Complex 3, 4th Floor
P.O. Box 2675
Harrisburg, PA 17105
(717) 787-1529 or 787-8691

Number of Homes

5,899 family day care homes

535 large family day care homes

Regulations and Requirements

- Registration required for FDCH caring for 4-6 unrelated children, no more than 2 of whom may be infants and no more than 5 may be a combination of infants and toddlers.
- Providers caring for fewer than 4 unrelated children are exempt from regulation.
- Certificates of registration valid for 2 years.
- Random inspection of 7-10% of registered homes conducted annually.
- Space requirements: No square footage requirements in/out of FDCH.
- Large Family Day Care Homes:
 - Also known as Group Day Care Homes.
 - Must meet licensing requirements; no fee.
 - A facility is inspected at least once every twelve months and is licensed for no more than twelve months.
 - Staff ratio varies according to ages and number of children present. No more than 12 children unrelated to the operator may simultaneously receive care.
 - Space requirement: 40 sq. ft. per child indoor space. The allowable number of children in a space is determined by dividing the total square feet in a space by 40.

Training and Orientation

- Six hours of annual staff training are required in new service regulations.
- Training offered for FDCH and GDCH providers.

Provider Qualifications

- For FDCH, provider must be at least 18 years old.
- Provider must have medical exam every 2 years, or more frequently if Dept. of Public Welfare identifies health problem.
- Child Abuse Registry clearances and state police clearances required.
- FBI background check is required for potential child care providers residing out of state.
- Group day care home primary staff must meet education and training or experience requirements.

Infant Care

- Special regulations for infants are addressed within regulatory changes; the regulations specific to infants include staff/child ratios, maximum group size, infant stimulation, meals for infants, play area and play surfaces.

Sick Child Care

- State does not have sick child care regulations; providers who offer sick child care comply with the appropriate regulatory chapters (Group Home, Family Home).

Special Needs Care

- Regulations for special needs are identified in a separate chapter; the regulatory requirements include an individual assessment and an individual program plan for children with disabilities.

Before and After School Care

- The regulations for group day care homes provides specific requirements for school age programs. Family day care home regulations do not speak to school age.
- No regulations regarding overlap time; child/staff ratios must be maintained at all times.

Discipline

- No form of physical punishment, including spanking, may be used; disciplinary methods shall not humiliate, shame, or frighten child.

Immunization Policy

- Children must be immunized according to recommendations of the American Academy of Pediatrics; must also be in compliance with regulations of PA Dept. of Health regarding measles, mumps, rubella; child without MMR must be dismissed.

Emergency Medical Consent Form

- Form is required; but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Local, township, and borough ordinances not addressed in current family or group day care regulations.
- Dept. of Public Welfare advises FDOH and GDOH to research the local ordinances.
- Regulations require Labor and Industry approval in facilities which are registered.

Local Contact

- Each regional Dept. of Public Welfare, Office of Children, Youth and Families has a toll-free phone number from anywhere in PA.

Pending Legislation

- New regulations for family and group day care homes were published in final form in April, 1992.
- New regulations require group homes to carry liability insurance.
- Legislation pending for fees for licensing group homes and for registering family homes.
- Legislation pending about fire safety standards for both family and group day care homes.
- Legislation regarding Latch Key program funding assistance.

RHODE ISLAND

Information Supplied By:

JoAnne K. Flodin
Dept. of Children, Youth, and Families
Division of Community Services
Day Care Licensing
610 Mt. Pleasant Avenue
Providence, RI 02908
(401) 457-4995

Number of Homes

606 family day care homes
2 group family day care homes.

Regulations and Requirements

- Providers certified at no cost; certification renewable every 2 years; undergo screenings, fire and health inspections and home visits for renewals.
- FDC providers may care for up to 6 children. If care is provided to child under 18 months of age, can care for no more than 4 children under 6 years, no more than 2 of which can be under the age of 18 months.
- Providers may have up to 8 children if there is an approved assistant present; no more than 4 may be under 18 months old. RI considers these homes another category of FDC, not a LFDC.
- Parents must have unlimited access to FDC.
- Providers must have two substitute caregivers to call in case of emergency (these people do not have to be certified, but they are screened).
- Homes are inspected before certification and at renewal.
- Space requirements: 35 sq. ft. per child indoors.
- Large Family Day Care Homes:
 - Licensing is required and must be renewed annually.
 - Up to 12 children may be cared for in a Group Day Care Home.
 - Space requirements: 35 sq. ft. per child indoors; 75 sq. ft. per child outdoors.

Training and Orientation

- Provider must have training and/or experience in caring for children under 6 years of age. 10 hours of training required every 2 years.
- In homes with 8 children, provider and assistant must have this training.
- Training will be required for large family day care providers. 8 hours of training required every year for provider and assistant(s) in group day care home.

Provider Qualifications

- Provider must be at least 18 years old; must be 21 years old for group day care home.
- Physical exams required at certification and at renewal.
- Statewide criminal check made on all adults in provider's home.
- Fingerprinting for nationwide FBI check required for provider and assistants; no cost.

Infant Care

-No special regulations.

Sick Child Care

-Sick child care is allowed in family day care homes. Regulations address the care of sick children.

Special Needs Care

-No special regulations.

Before and After School Care

-No special regulations; no policy on overlap time; child/staff ratios must be maintained at all times.

Discipline

-Corporal punishment prohibited.

Immunization Policy

-Children are required to be immunized at initial enrollment; provider is not required to do follow up.

Emergency Medical Consent Form

-Form is required; but it does not have to be notarized.

National Life Safety Fire Code

-This code has been adopted for family group day care homes - compliance with code is required for licensing.

Zoning

-Comprehensive statewide zoning bill went into effect 1/1/92. It includes a section on family day care homes that allows them to operation in residential areas.

Local Contact

-Division of Community Services, Dept. of Children, Youth, and Families.

Pending Legislation

-None

SOUTH CAROLINA

Information
Supplied By:

Helen Baxter and Barbara Yandle
Office of Children, Family and Adult Services
Department of Social Services
Post Office Box 1520
Columbia, SC 29202
(803) 734-5740

Number of Homes

109 licensed family day care homes
1,433 registered family day care homes
339 group day care homes

Regulations and Requirements

- As of June 13, 1991, a bill was signed into Law whereby FDCH operators have the option of being licensed or registered. If licensed, suggested standards become mandated. Only those homes electing to participate in a federal program can be licensed.
- FDCH providers may have a maximum of 6 children including family members under age 12.
- Registered on a yearly basis; application is submitted each year for registration renewal. Licensure will be completed on a two year basis if regular.
- References as well as consumer parent statements required for registration.
- Registered FDCH not inspected unless a complaint is received.
- Space requirements: no requirement for registered FDCH. Licensed FDCH - 35 sq. ft. inside and 75 sq. ft. outside per child.
- Licensed FDCH are inspected prior to licensing and twice a year after that.
- Group Day Care Homes:
 - Composed of 7-12 children including family members under 12; if there are 9 or more children present, or 4 are under the age of 2, an additional caregiver must be present.
 - GDCH are inspected prior to licensing and twice a year after that.
 - Provider/child ratios: infants (up to 2 years old) - 1:8; 2 year olds - 1:12; 3 year olds - 1:15; 4 year olds - 1:20; 5 year olds - 1:25.

Training and Orientation

- No training or orientation required.

Provider Qualifications

- Registered providers have no requirements; suggested standards are mandated for licensed providers.
- GDCH providers must be at least 21 years old; Caregivers must be 18 years of age but 14 year olds and above can be permitted as caregivers if properly supervised.
- Providers must complete medical statements when submitting applications; physical exam required only if medical problem is apparent for licensed GDCH providers/FDCH providers.
- Three written references from persons unrelated to provider required (GDCH) and (FDCH).

- GDOH providers must have high school diploma/GED/Child Development Associate Credential with at least one year's experience in a licensed/approved child day care facility as a caregiver.
- Criminal history checks are required for all licensed facilities.

Infant Care

- No special regulations.

Sick Child Care

- Regulations for GDOH same as day care centers.
- Regulations for licensed FDOH.

Special Needs Care

- No special regulations.

Before and After School Care

- If operated less than 4 hours a day, this home would not come under the law.
- No policy regarding overlap for integration of school age children into family or group day care home.

Discipline

- Corporal punishment permitted in licensed homes with written parental consent.

Immunization Policy

- Children in registered family day care homes do not have to be immunized; however, children in licensed homes do have to be and provider is responsible for seeing that records are current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDOH and GDOH must comply with local zoning regulations although zoning is not addressed in statutory or regulatory requirements.

Local Contact

- County Department of Social Services.

Pending Legislation

- New regulations for family day care being formulated.

SOUTH DAKOTA

Information

Supplied By:

David Hanson
DSS - Child Protection Services
Kneip Building
700 Governors Drive
Pierre, SD 57501
(605) 773-3227

Number of Homes

742 family day care homes

45 group family day care homes

Regulations and Requirements

- Registration required for providers receiving public funds.
- Maximum number of children allowed: 12 with no more than four children under the age of two years unless assisted by registered helper.
- Provider's children under six years of age must be counted.
- Registration renewal occurs every 2 years; home visit required.
- Home visits are made prior to the issuance of the initial registration certificate. Inspections occur at least one time every two years after the initial registration.
- Space requirements: Only for GFDC- 35 sq. ft. per child indoors, 50 sq. ft. per child outdoors.
- Large Family Day Care Homes:
 - Licensure required of all providers.
 - May have 13-20 children.
 - Staff ratios: 1:5 ages birth to 3 years.
1:8 ages 3 years and above.
 - Provider's children under age 6 must be counted.
 - License is effective for 1 year. Onsite licensing visits occur before initial license and annually thereafter.
 - Health Department and Fire Marshall inspect before initial license and annually thereafter.

Training and Orientation

- No orientation.
- Six hours of training every two years for renewal for FDC.
- Ten hours of training annually for license renewal for LF/DCH.

Provider Qualifications

- Provider must be at least 18 years old for FDC.
- Provider must be at least 21 years of age for GFDC, except that an individual who is at least 18 and has a child development technician diploma or a child development associate certificate may qualify for GFDC.
- Provider must be T.B. tested and have physical exam before beginning operation; household members must have T.B. tests, and children under 18 living in the home must be currently immunized.
- 3 positive references.
- Applicants and all adult household members screened against the State's Central Registry of Child Abuse/Neglect before registration.

Infant Care

- No special regulations.

Sick Child Care

- Sick child is to be isolated and parents notified. All parents and Health Dept. must be notified if child contracts contagious disease.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations; presently developing new regulations.
- May have two additional school age children in care before and after school in family day care homes.
- When school age children are present before, during, or after school hours, staff/child ratio may be increased to 1:10 to accomodate the school age children in group family day care homes.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized; provider is responsible for seeing that immunization record is current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Must comply with local ordinances.

Local Contact

- State Department of Social Services.

Pending Legislation

- None.

TENNESSEE

Information
Supplied By:

Carolyn Deal, Director
Licensing Unit, DHS
Citizens Plaza
400 Deaderick
Nashville, TN 37246-9600
(615) 741-7129

Number of Homes

747 family day care homes
483 large family day care homes

Regulations and Requirements

- Licensing required for homes caring for FDC and LFDC; fee for FDC is \$5 annually and for LFDC, \$10 annually, money goes to state general fund.
- Licenses renewed annually.
- FDC providers may care for up to 7 children in addition to own; if more than 4 are under age 2, another caregiver required.
- Specific child/staff will be enforced in new standards to be implemented in the fall.
- Liability insurance required only for transportation.
- Homes inspected prior to licensure and subsequent visits occur once a year (one of visits is unannounced); homes with violations inspected quarterly or as needed.
- Space requirements: 30 sq. ft. indoors for LFDC; local ordinances sometimes specify space outdoors.
- Large Family Day Care Homes:
 - Will change with new standards - Fall 1992.
 - The provider/child ratios are as follows:

6 weeks & up - 1:6	K thru school age - 1:12
3 years & up - 1:12	Any handicapped - 1:6
More than 9	Handicapped and
under 3 yrs - 1:4	under 3 years - 1:4

Training and Orientation

- When new standards take effect:
 - FDC providers required to have 4 clock hours in-service training annually.
 - LFDC providers (primary care givers only) required to have 8 hours training in child care annually.
 - Preservice "orientation" (provided by DHS) required to get license.

Provider Qualifications

- Provider must be 18 years old.
- Physical exam required prior to licensing and follow-up exam every 3 years.
- Three written references required.
- No criminal records check or fingerprinting required at present time.
- LFDC primary caregiver must have a high school diploma or equivalent.

Infant Care

- No special regulations.

Sick Child Care Regulations

- Incorporated with other licensure, standards are pending.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- Large family day care homes, and others with a helper, can overlap 45 minutes when integrating before and after school children into their family day care home. This is not a rule, but an administrative policy.

Discipline

- Spanking with open hand on buttocks permitted.
- When new standards are finalized (fall 1992) spanking will be prohibited.

Immunization Policy

- Children are required to be immunized; provider is responsible for seeing that immunization records are current.

Emergency Medical Consent Form

- Form is required, but does not have to be notarized.

National Life Safety Fire Code

- Adopted.

Zoning

- Day care homes must comply with local ordinances, but not enforced by licensing staff.

Local Contact

- Dept of Human Services.

Pending Legislation or Policy Change

- A change in procedure takes effect in Sept. 1992: Agencies in full compliance at least two years may be re-evaluated every other year, or if accredited every 3 years. Agency must maintain compliance and receive no valid complaint reports and (because the law requires it) will receive one inspection visit and an annual license.

Demonstration Projects

- Have been conducting a voluntary Family Day Care Registration project (with Dependent Care Grant) since October 1990. As of June 1991, have 68 registered homes in the project area (22 counties; TN has 95 counties). Project to be continued for at least another year and expanded to three other areas for FY93.

TEXAS

Information

Supplied By: T. Douglas Sanders
Department of Human Services
P.O. Box 149030, M.C. W-403
Austin, TX 78714-9030
(512) 450-3253

Number of Homes

14,143 family day care homes
924 large family day care homes

Regulations and Requirements

- Providers must pay an annual fee of \$35 for registration of FDCH, all money goes to General Revenue Fund for the state; registration in effect until revoked or home voluntarily ceases providing care.
- Registered homes are not required to obtain fire inspection from local or state fire inspector.
- Registered homes may care for 6 children under 14 years of age, and an additional 6 elementary school age children for a total of no more than 12 children including the caregiver's own children.
- Registered provider may care for up to 4 infants (defined as 18 months or younger); capacity for older children varies depending upon the ages of children and the number of infants.
- "Parents Guide to Registered Family Homes" must be given to parents.
- All homes inspected prior to registration; 30% sample per year thereafter.
- Space Requirements: none.
- Large Family Day Care Homes:
 - Licensing required; annual fee of \$47, all money goes to General Revenue Fund.
 - Licensed homes must obtain fire inspection from local or state fire inspector.
 - Providers can care for up to 12 children under 14 years of age.
 - With one provider, from 0-4 infants can be cared for with adjustments in the number of toddlers and school age children.
 - With two providers, from 0-10 infants can be cared for with adjustments in the number of toddlers.
 - Unannounced inspections at least once per year.
 - Space Requirements: There must be at least 30 square feet of indoor activity space for each child.

Training and Orientation

- Registered providers in FDCH's must have 6 hours orientation prior to registration; 20 clock hours per year for all registrants.
- Licensed providers in LFDCH's must have 20 clock hours of training per year.
- Registered providers must have current certificates of First Aid and CPR of infants and children.

Provider Qualifications

- Registered and licensed providers must be at least 21 years old.
- Criminal record check and a child abuse registry check done prior to registration or licensing; no fee.

Infant Care

- No special regulations.

Sick Child Care

- Providers must notify parents if child becomes ill while in care and obtain emergency treatment when applicable.
- LFDCH homes which are licensed are currently prohibited from caring for sick children unless approved in writing by health personnel. Registered standards do not prohibit care for sick children.
- State considers waivers/variances from licensed providers on prohibition for caring for sick children, and licensed provider usually receives waiver of the standard.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy regarding overlap; child/staff ratios must be maintained at all times.

Discipline

- Corporal punishment prohibited for children under 5; may be used on child over 5 with parental consent. No instrument may be used in delivering punishment.

Immunization Policy

- Children must be immunized; provider is responsible for complying with the requirement and therefore must pressure the parent to stay current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- Local ordinance may limit the number of children in care.

Local Contact

- Texas Dept. of Human Services, Child Care Licensing.

Pending Legislation

- Bill regarding zoning and deed restriction is likely to be introduced the requirement and therefore must pressure

UTAH

Information

Supplied By:

Ilene Olson
DHS - Office of Licensing
120 North 200 West
Salt Lake City, UT 84114
(801) 538-4242

Number of Homes

2,005 family day care homes

162 large family day care homes

Regulations and Requirements

- Licensing required; \$25 fee plus additional \$1.50/child cared for must be paid; money is placed in general fund of the Dept. of Human Services.
- Exempt from licensing if caring for 3 children or less; includes provider's own children under 1st grade age.
- Licenses renewed annually; fees paid annually with renewal.
- Substitutes are not required to be licensed.
- Provider/child ratio:
 - infant only - 1 caregiver to 3 infants;
 - regular license - 1 caregiver to 2 infants plus 4 children ages two and older; the caregivers own children not in first grade count;
 - school-age option - if all children are 2 and older, then 6 children plus 2 school-age children may be cared for. If one child is under age 2, then 6 children plus 1 school-age child may be cared for. In all situations the caregivers own children under first grade age count in the licensed number.
- Homes inspected prior to licensing; department attempts to inspect homes twice a year thereafter.
- Space requirements: FDCH are required to have 35 usable sq. ft. of space per child, free for child activities. 40 sq. ft. of usable outdoor play area per child is required. The caregiver may use other easily accessible outdoor areas if conveniently located.
- Large Family Day Care Homes:
 - 7-12 children may be cared for including provider's own under first grade age.
 - Provider/child ratio is 1:6 and provider/infant ratio is 1:2.

Training and Orientation

- Two hours training required for FDCH or LFDCH providers before initial licensing.
- State required to offer 12 hours of training to each potential provider, but provider has option of participating in training. Each provider required to attain 6 hours of approved training annually.

Provider Qualifications

- Provider must be 18 years old.
- Physical exams required upon entry of employment.
- Two written references required.
- Child abuse registry check required of potential providers.
- Bureau of Criminal Investigation fingerprint checks required new provider licensing applicant; random sampling done at renewals time for BCI.

Infant Care

- No special regulations.

Sick Child Care

- No sick child care facilities in the state that are regulated by the State. However, several hospitals provide sick child care to anyone in the community on a 24 hour basis as long as there are nurses and beds available for the care of the children.
- FDC standards state that if a child shows signs of illness after arrival, the provider shall contact the parent immediately, and it is the parents responsibility to pick up their child and provide continued care.

Special Needs Care

- No special regulations

Before and After School Care

- No special regulations.
- Standards allow for school age overlap if there is enough space. If there are no children under age 2 in care, two additional school age children may be there. If one child under age 2 is in care, only one extra school year can be in attendance.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children are required to be immunized; record of the child's immunizations shall be on file, updated as soon as possible or within 60 days.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Has not been adopted for family day care homes through the State Office of Licensing. Some local community fire departments are using the Life Safety Code as they check homes. The Building Code Commission is currently proposing that the Life Safety Code not be applied for caregivers taking fewer than 10 children.

Zoning

- Day care homes must comply with local ordinances.

Local Contact

- Family Day Care Licensing is initiated and completed at the local regional office. The local regional offices are under the umbrella of the Department of Human Services.

Pending Legislation

- None.

VERMONT

Information Supplied By:

Coleman Baker, Chief
Children's Day Care Licensing Unit
Division of Licensing and Regulation
103 S. Main Street
Waterbury, VT 05671-2401
(802) 241-2158

Number of Homes

1,800 (approximate) family day care homes
20 large family day care homes

Regulations and Requirements

- FDCH providers caring for children from more than 2 families must be registered.
- Providers in LFDCH and most other group settings must be licensed.
- Registered providers operate small programs in their own homes; licensed providers care for children in their home or at another site.
- Registration renewed annually by notice from CDCU; licenses may be issued for up to 3 years.
- Liability insurance required for all licensed providers.
- Opportunity for two parent/provider conferences per year for licensed providers, for one parent/provider conference per year for school age care programs.
- Parents have unlimited visitation of day care home without delay.
- Registered providers care for maximum of 6 children full-time plus additional 4 school-age children for not more than 4 hours per day on a before and/or after school basis, not including provider's children over two years of age; provider to infant ratio is 1:2 including provider's children under age 2 years old.
- When children are under age two, a 1:3 ratio is allowed in registration, providing no other preschool children in care. Also allows for 2:6.
- School age children may be in care for a full day when school is closed during school year, or during summer if second adult is on duty before the seventh child arrives; provider's own preschoolers count in summer for 12 option.
- Registered providers may care for four school age children for full days during the school year when school is not in session.
- Licensed provider may care for maximum of 6 children with no more than 2 under age 2 including own preschool children.
- Space requirements: Area must be "sufficient in size to permit children to move about freely" in registered homes. In licensed homes, 35 sq. ft. per child.
- Licensed Day Care Centers For 12 Or Fewer:
 - licensing required, inspected prior to licensure and annually.
 - Provider/child ratio is 1:6 in a mixed-age group; provider/infant ratio is 1:2. With all 2 year olds, provider/child ratio is 1:5.

Training and Orientation

- Six hours of training per year required for licensed providers and staff; training is encouraged in CPR, first aid, and child abuse identification.
- Six hours of training per year plus initial orientation required for all registered providers.
- Nine hours of training per year for directors and head start teachers.

Provider Qualifications

- Providers must be at least 18 years old, be able to read, and not have a report of abuse substantiated against them or anyone else residing in the home.
- No provider nor anyone living in the home can have been convicted of child cruelty or a felony involving a violent act.
- Three written references from non-related persons required for provider. Three written references for assistants required in licensed facilities.
- Child abuse registry check and criminal record check required of licensees, registrants, and persons residing in FDCH's.
- A person responsible for developing and implementing the program in a facility of twelve or fewer children shall have one of the following qualifications:
 - Child Development Associate (CDA), or
 - Associates Degree in Early Childhood, or Human/Child Development (includes Pediatric Nursing), or
 - Two years of successful experience working with groups of children and at least one successfully completed higher education course in early childhood related topics (to be completed within 9 months).

Infant Care

- No special regulations.

Sick Child Care

- No special regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- Providers caring for school age can care for 10 children if all are school age and at least four attend for less than four hours.
- No overlap time allowed; appropriate child/staff ratio must be maintained.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children are required to be immunized; provider is responsible for assuring that immunizations are age appropriate and up to date.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted for registered home; modified NFPA and BOCA for licensed homes.

Zoning

- FDCH for six children or fewer exempt from zoning laws.
- Large family day care home must comply with local ordinances.

Local Contact

- State office of the Children's Day Care Unit, Division of Licensing and Regulation, 103 S. Main St., Waterbury, VT 05671-2401 [1-802-241-2158], or any Resource or Referral organization.

Pending Legislation

- None

VIRGINIA

Information

Supplied By:

Mary Zoller/Alfreda Redd
Division of Licensing Program
Department of Social Services
6007 Discovery Drive
Richmond, VA 23229-8699
(804) 662-9025

Number of Homes

400 (approximate) family day care homes approved through 5 licensed systems
1,765 city/county regulated (providers/parents receive federal assistance)
465 large family day care homes
No numbers available on new voluntary registered family day care providers

Regulations and Requirements

- Licensing: required for FDCH caring for 6 or more full time unrelated children; renewed annually; \$14 licensing fee.
- Within maximum of 9 children, (children include those related to the provider under six years of age); these ratios must be observed: 1 disabled child counts as 2; 1 adult required for every 4 children under age 2; 1 adult for every 6 children over age 2; school aged-children in care for no more than 3 hours not counted towards ratios.
- Homes inspected prior to issuance of license and twice a year thereafter; one of these visits is unannounced.
- Voluntary Registration: available for FDCH caring for 5 or fewer unrelated children full time, 5 school age children up to a maximum of 3 hours before or after school, and unlimited relatives; renewed every 2 years; \$50 fee. This program is targeted to the small family day care home which is not required to be state licensed and is not available where the local government already regulates small family day care homes.
- Provider ratio - 1:9 children including relatives; school age children 10 years of age and older do not count. Of the 9, 1:6 children under school age; no more than 5 under 31 months even when an assistant is present; and no more than 3 under 16 months.
- Homes are monitored on a 10% random sample annually by contracting voluntary registration agency.
- All day care facilities must meet fire, health, and building codes.
- If a complaint is received, a home is visited.
- Space requirements: none.
- Other Regulating Entities:
 - City/County Registered or Certified: some cities or counties have their own regulations -- most mandatory, one volunteer.
 - System Approved: The State licenses systems to approve family day care homes which are part of that system.

Training and Orientation

Licensed providers:

- Training is offered by the Department, from application fees collected. Once provider is licensed, provider will be invited to at least 6 training sessions a year, most of them at no cost.

-Voluntary registered providers:

- Increases access to training and to information about training through the contract agency or the VA DSS.

-Other Regulating Entities:

- As specified by the local government regulating body or state licensed system.

Provider Qualifications

- FDC provider must be at least 18 years old and an assistant must be at least 14 years old; all must be able to read, write, understand and carry out the responsibilities of the requirements.
- TB tests required for provider and any assistants and substitutes, and for any adults (18 years & older) living in the home who will be in contact with the children or with food served to children.
- References required (standards do not specify number) for licensed providers.
- Criminal records clearances are required of providers, assistants, substitutes and any adults living in the home. Registration also requires a child protective services clearance for the provider, any assistants or substitutes, and any adult members of the household. [This regulation was added to the proposed regulations for licensed homes which are currently "on hold."]
- Registration requires a signed, notarized statement from provider attesting to the names, birth dates, and relationships of related children in care; if these children are not provider's own children, their parent(s) or legal guardian(s) must also sign.
- A completed and signed Health and Safety Checklist for voluntary registered providers.
- Local government or state licensed systems may have additional qualifications.

Infant Care

- No special regulations.

Sick Child Care

- On case-by-case basis, state will waive basic standards for licensed centers. At present, licensed family day care homes do not provide child care for mildly ill children on a formal basis.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy regarding overlap time.

Discipline

- There is no standards related to corporal punishment in the existing licensing standards; specifically, though, no physical or verbal abuse is allowed.
- The regulations for voluntary registration and the proposed regulations for licensed homes restrict the use of physical (corporal) and emotional abuse in the family day care home.

Immunization Policy

- Children are required to be immunized and provider is responsible to see that records are current.

Emergency Medical Consent Form

-Form is required, but it does not have to be notarized.

National Life Safety Fire Code

-Not adopted.

Zoning

- FDCH must comply with local ordinances but compliance with local zoning requirements is not a prerequisite for state licensing.
- Potential problem: Technical review board of Housing & Community Development is interpreting family day care homes as "institutional" rather than "residential;" change is being worked on.

Local Contact

-The Division of Licensing Programs, Virginia Dept. of Social Services Regional Office: Lynchburg, Fairfax, Richmond, Roanoke, Abingdon, Virginia Beach, Verona.

Pending Legislation

- No pending legislation, but the Division of Licensing Programs will be promulgating new family day care home licensing regulations which incorporate changes that were mandated winter 1989/1990 by State Legislature to be implemented by July of 1992. It will also be promulgating permanent regulations (to replace emergency regulations) for voluntary registration by July, 1993.
- House Bill 1035 - This bill redefines a group family day care home and expands the number of children which can be in a licensed family day care home. Currently the number of children in a licensed family day care homes is six to nine children. The maximum number will increase to 12. This bill was passed in 1990 and was to be implemented in 1992; however, implementation was deferred to July, 1994. The Walker Commission (legislative committee) is currently studying day care laws and the effect of HB 1035.

WASHINGTON

Information

Supplied By:

Pat Dickason - Program Manager
Office of Child Care Policy
Dept. of Social/Health Services, OB-41
P.O. Box 45710
Olympia, WA 98504
(206) 721-4079

Number of Homes

- 4,700 family day care homes
- 3,500 large family day care homes

Regulations and Requirements

- Licenses required for FDCH; fee is \$24 annually.
- Providers may care for up to 12 children with a qualified assistant.
- Provider with one year of experience may care for ten children alone if none are under five years of age.
- Maximum of 4 children under 2 years of age allowed in a FDCH with an assistant, two years of experience and an ECE course.
- Licenses renewed at 3 year intervals.
- Liability insurance required for transportation only.
- Substitute caregiver and backup are required.
- Developmentally appropriate activities and routines are required.
- Homes inspected prior to licensing and are only revisited in response to a complaint or for licensing renewal.
- Space requirements: Adequate space for child play shall be available both indoors and outdoors. There shall be a minimum of 35 sq. ft. per child of indoor play area available.
- Large Family Day Care Homes:
 - May have up to 12 children including provider's own children.
 - Must be 2 providers when: there are more than 2 children under age of 2; 7 or more children are in care and any child is under age 2; or, more than 10 children are in care.

Training and Orientation

- FDC providers are required to attend 5 hours of orientation.
- LFDC providers must have one course in early childhood education and two years experience in child care to care for 12 children.
- First aid and CPR and HIV/AIDS training required for all providers.
- Guidebook provided for each family day care provider; explains the regulations and offers developmentally appropriate suggestions and resources.

Provider Qualifications

- Provider must be at least 18 years old.
- Three references are required.
- One class in Early Childhood Education if required for larger capacity.
- Criminal history background check done on applicant, assistant, volunteer, or member of household 16 years or older.

Infant Care

- No special regulations.

Sick Child Care

- The licensee shall daily observe the child for signs of illness. The licensee shall care for or discharge home the ill child based on the homes policies concerning an ill child.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy on overlap of school age with other age children in family day care home.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children are required to be immunized and it is the responsibility of the provider to see that records are current. Parent must complete an immunization form proving the child has all required immunizations. If the child doesn't have them, parent must obtain them as quickly as possible or sign or obtain an exemption.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted; fire marshals do initial inspection of FDC homes providing care for 7-12 children; smoke detectors required in all sleeping or napping areas and on each story; exit windows 5.7 sq. ft.; fire extinguishers on all stories used for care.

Zoning

- FDCH must comply with local ordinances.

Local Contact

- Regional offices located throughout the state.

Pending Legislation

- Legislation is currently pending regarding regulations and application of uniform, standard zoning for FDC providers.

WEST VIRGINIA**

Information

Supplied By: Kay Tilton
Dept. of Health & Human Resources
1900 Washington Street, East
Capitol Complex, Building 6, Room 850-B
Charleston, WV 25303
(304) 348-7980

Number of Homes

1,300 family day care homes

Regulations and Requirements

- FDC providers receiving federal funds or caring for 4-6 unrelated children must be registered by the State Department of Health and Human Resources; no fee.
- Providers may care for up to 6 children, including own children under age of 6; no more than 2 under age 2 allowed.
- Five percent of registered homes inspected annually. All Block Grant homes are monitored annually.
- No space requirements.

Training and Orientation

- Specific guidelines in developmental process; at minimum, health and safety will be mandated for Block Grant providers.

Provider Qualifications

- FDC provider must be at least 18 years old.
- Initial physical exam required.
- Criminal records check and thumbprinting done on providers and their families; fee is \$5/person and D+H pays fee. Providers sign record of criminal background statement when registering.

Infant Care

- No special regulations.

Sick Child Care

- No special regulations.

Special Needs Care

- No special regulations.

Before and After School Care

- No special regulations.
- No policy concerning overlap time for school age children when integrating into the family day care home daily; issue under investigation.

Discipline

- Corporal punishment prohibited.

Immunization Policy

-Children must be immunized in registered homes; provider is responsible to see that record is current.

Emergency Medical Consent Form

-Form is required; but it does not have to be notarized.

National Life Safety Fire Code

-not adopted.

Zoning

-FDOH must comply with local ordinances.

Local Contact

-Local Dept. of Health and Human Resources.

Pending Legislation

-Development of group day care regulations.

**Unverified

WISCONSIN

Information
Supplied By:

David B. Edie
DHSS - O/R&L
P.O. Box 7851
Madison, WI 53707
(608) 266-9314

Number of Homes

1,890 licensed family day care homes
2,680 certified family day care homes

Regulations and Requirements

- Licensing required for homes with 4 or more children under age of 7.
- Certification required for FDDH that have fewer than 4 children under age 7 and that receive certain public funds for day care services.
- If 3 or 4 children under the age of 2 are in care, the number of other children in care is reduced.
- Licenses are \$50 biennially and are renewed every 2 years after licensing review. The money is used to fund licensing staff positions.
- Liability insurance not required.
- Licensed homes inspected prior to licensing and at least annually thereafter.
- Certified homes inspected according to state standards.
- Space requirements: For licensing- 35 sq. ft. per child indoors; 75 sq. ft. per child outdoors.
- No provisions for LDDH; provider caring for more than 8 children must meet same standards as day care center.

Training and Orientation

- Forty hours of early childhood education required within 6 months of licensing and 15 hours annual in-service training required in order to maintain one's license.
- Ten hours of training in infant/toddler care is required within 6 months after accepting infants or toddlers.
- Fifteen hours of training required for certification.

Provider Qualifications

- FDC provider must be at least 18 years old.
- Initial physical exam required.
- Two references required.
- All applicants must fill out a notarized form concerning criminal background. Random criminal record checks of licensed programs regularly.

Infant Care

- No special regulations.

Sick Child Care

- In FDC, sick children cannot be in care, some exceptions made if there is a carefully planned program.

Special Needs Care

- No special regulations.

Before and After School Care

- A written agreement outlining the plan for a school age child to come and go is required.
- No overlap policy is allowed; child/staff ratios must be maintained.

Discipline

- Corporal punishment prohibited.

Immunization Policy

- Children must be immunized; provider is responsible for seeing that records are current.

Emergency Medical Consent Form

- Form is required, but it does not have to be notarized.

National Life Safety Fire Code

- Not adopted.

Zoning

- FDCH must comply with local ordinances, but there is a state statute prohibiting municipalities from preventing licensed homes from operating where single-family residence is a permitted use.

Local Contact

- County Dept. of Social Services - for certification.
- Regional offices, State Dept. of Health and Social Services - for licensing (4-8 children).

Pending Legislation

- None

WYOMING

Information
Supplied By:

Glennnda Lacey
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
(307) 777-6595

Number of Homes

416 family day care homes
304 large family day care homes

Regulations and Requirements

- Licensing required; no fee.
- FDCH may have up to 6 children including own preschool age children. Infant care limited to 2 unless another adult is present; then infant capacity can be increased to 5.
- Licenses renewed annually.
- Liability insurance not required, but strongly recommended.
- Homes inspected before licensing and then annually (inspections are unannounced).
- Space requirements: 35 sq. ft. per child inside the home, 75 sq. ft per child outside the home.
- Large Family Day Care Homes:
 - Maximum of 11 children.
 - Staff ratio: 1:11; no more than 2 infants.
 - Must have fire and health inspections as well as a licensing inspection.

Training and Orientation

- 8 clock hours of training required annually as well as first aid training, and infant and child CPR.

Provider Qualifications

- Provider must be at least 19 years old.
- Provider must possess or have done at least one of the following: high school diploma or the equivalent, or be able to document 3+ months of supervised experience or education in care of children other than own (6+ months for providers in LFDC homes), or completed 5 clock hours of FDC training prior to certification, or have received a professional credential from nationally recognized organization.
- Physical exams and TB tests required for any household members who are active in caring for the children.
- Three written references required.
- No criminal record checks or fingerprinting required.
- Any substitute for more than 24 hours per month must also meet all the requirements.
- Provider is responsible for substitute or anyone else who comes in close contact with the day care while it is in operation.

Infant Care

- No special regulations.

Sick Child Care

-Regulations adopted excluding sick children in day care.

Special Needs Care

-No special regulations.

Before and After School Care

-No special regulations.

-As space is available, providers are allowed 1-3 school age children for up to three hours over their capacity.

Discipline

-Corporal punishment prohibited.

Immunization Policy

-Children are required to be immunized; provider is responsible to see that the records are current.

Emergency Medical Consent Form

-Form is required, but it does not have to be notarized.

National Life Safety Fire Code

-Not adopted.

Zoning

-LFDDH must comply with local zoning codes. Fees are incurred in special instances.

Local Contact

-County Offices of the Division of Public Assistance and Social Services.

Pending Legislation

-None.

STATE BY STATE LIST
OF
REGULATORY AGENCIES

STATE CONTACTS

Alabama

Betty Maxwell
Dept. of Human Resources
Ofc. of Day Care & Child Devel.
50 Ripley St.
Montgomery, AL 36130
(205) 242-1425
Fax #205-242-1086

Arizona

Judie Chafin
Dept. of Economic Security
Child Care Administration
Site Code 801A
P.O. Box 6123
Phoenix, AZ 85005
(602) 542-4259

Yvonne Walker
Dept. of Health Services
Office of Child Care Licensure
100 W. Clarendon
Phoenix, AZ 85013
(602) 255-1272

California

Thomas Shetka
Dept. of Social Svs.
Community Care Licensing Div.
Central Operations Branch
744 P Street, M.S. 19-50
Sacramento, CA 95814
(916) 324-4329

Connecticut

Richard Charnick
Dept. of Human Resources
Day Care
1049 Asylum Avenue
Hartford, CT 06105-2431
(203) 566-3800

Alaska

Jeanie Henry
Dept. of Health and Soc. Svs.
Div. of Family and Youth Svs.
P.O. Box 110630
Juneau, AK 99811-0630
(907) 465-2145

Arkansas

Virginia S. Reid
Div. of Children & Family Svs.
P.O. Box 1437, Slot 720
Little Rock, AR 72202
(501) 682-8590

Colorado

Grace Hardy
Office of Child Care Svs.
Dept. of Social Svs.
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-5958

Delaware

Jacqueline Whitner
Ofc. of Child Care Licensing
Dept. of Svs. for Children,
Youth, & Their Families
1825 Faulkland Road
Wilmington, DE 19805
(302) 633-2700

District of Columbia

Angela Hayes
Dept. of Consumer & Reg. Affairs
Svc. Facility, Reg. Admin.
614 H St., N.W., Rm. 1031
Washington, D.C. 20001
(202) 727-7226

Georgia

Marsha A. Gates
Child Care Licensing, ORS
878 Peachtree St., NE, Room 607
Atlanta, GA 30309
(404) 894-5688

Idaho

Roseanne Hardin
Dept. of Health & Welfare
450 West State Street
Boise, ID 83720
(208) 334-5700

Indiana

Keith Carver, Supervisor
Day Care Lic. Unit
Department of Public Welfare
402 W. Washington St., Rm W-364
Indianapolis, IN 46204
(317) 232-4442

Kansas

Christine Ross-Baze
Dept. of Health & Environment
900 S.W. Jackson
Landon State Ofc. Bldg.
Topeka, KS 66612-1290
(913) 296-1272

Florida

Pamela Hutchinson
Dept. of Health & Rehab. Svs.
CYF Program Office
1317 Winewood Blvd., Bldg. 7
Room 206
Tallahassee, FL 32399-0700
(904) 488-4500

Hawaii

Carol Chang
Asst. Program Develop. Adm.
Department of Human Services
P.O. Box 339
Honolulu, HI 96809
(808) 548-2302
Fax #808-586-2062

Illinois

Carol Borders, Lic. Spec.
Office of Licensing
Dept. of Children & Family Svs
406 East Monroe Street
Springfield, IL 62701
(217) 785-2688

Iowa

Barbara Bosch
Department of Human Services
Hoover State Ofc. Bldg. 5 Fl.
Des Moines, IA 50319
(515) 281-6074

Kentucky

Bess Howard, MSP Specialist
Div. of Licensing/Regulations
275 East Main Street
CHB Building - 4th Floor E
Frankfort, KY 40621
(502) 564-2800

Lydia Roberts
DSS - Child Care Serv Branch
CHB Building - 5th Floor W
Frankfort, KY 40621
(502) 564-2136

Louisiana

Steve Phillips
Quality Assurance
Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
(504) 342-4137

Maryland

Barbara Smith-Hamer
Director - Child Care Admin.
2701 North Charles Street
Baltimore, MD 21218
(410) 554-0400

Michigan

Ted de Wolf, Director
Department of Social Services
Div. of Child Day Care Lic.
235 S. Grand Ave. Suite 1212
Lansing, MI 48909
(517) 373-8300

Mississippi

Diane Herring, Director
Child Care Lic.
State Board of Health
P.O. Box 1700
Jackson, MS 39215-1700
(601) 960-2055

Montana

Becky Fleming
Department of Family Services
P.O. Box 8005
Helena, MT 59604
(406) 444-5900

Nevada

Patricia J. Hedgecoth, Chief
Bureau of Svcs. for Child Care
711 E. Fifth Street
Carson City, NV 89710
(702) 687-5911

Maine

James R. Floyd
Bureau of Child and Fam. Serv.
Child Care Lic. Unit
State House Station 11
Augusta, ME 04333
(207) 289-5060

Massachusetts

Martha J. Roberts
Day Care Director
Office for Children
10 West St., 5th Fl.
Boston, MA 02111
(617) 727-8900

Minnesota

Donna Johnson
Division of Licensing
Dept. of Human Services
444 Lafayette Rd
St. Paul, MN 55155-3842
(612) 296-3971

Missouri

Mary Moberly
Child Care Lic. Unit
Div. of Family Services
P.O. Box 88
Jefferson City, MO 65103
(314) 751-2450

Nebraska

Pat Urzedowski, Asst. Div. Adm.
Department of Social Services
Child Care and Development
P.O. Box 95026
Lincoln, NE 68509
(402) 471-9431
Fax #402-471-9455

New Hampshire

Robert Letellier, Chief
BCC - Standards/Licensing
Health & Human Svcs. Bldg.
6 Hazen Drive
Concord, NH 03301-6527
(603) 271-4523

New Jersey

Richard Crane, Acting Chief
Bureau of Licensing
Div of Youth and Fam. Svs.
CN 717
Trenton, NJ 08625
(609) 292-1018

New York State

JoAnn Freidell
Bureau of Child Care
Department of Social Services
40 N. Pearl Street, 11-B
Albany, NY 12243
(518) 474-9454

North Dakota

Corinne Schock
Office of Human Services
State Capital Building
Bismarck, ND 58505
(701) 224-4809

Oklahoma

Nancy von Bergen
Dept. of Human Services
P.O. Box 25352
Oklahoma City, OK 73125
(405) 521-3561

Pennsylvania

Marie James, Policy Specialist
BCDC - CCYF
Department of Public Welfare
Complex 3, 4th Floor
P.O. Box 2675
Harrisburg, PA 17105
(717) 787-1529 or 787-8691

New Mexico

Stephen M. Borland, Prg. Mgr.
Licensing/Certification Bureau
1190 St. Francis Dr.
Marquez Plaza
P.O. Box 26110
Santa Fe, NM 87502-6110
(505) 827-2411

North Carolina

Talitha White
Div. of Facility Svs.
Child Day Care Section
701 Barbour Drive
Raleigh, NC 27603
(919) 733-4801

Ohio

Joan Van Hull, Chief
County Technical Support Sect.
Department of Human Services
65 E. State St., 5th Fl.
Columbus, OH 43215
(614) 466-7762

Oregon

Karen Moffat
Day Care Services
198 Commercial St., S.E.
Salem, OR 97301
(503) 378-3178

Rhode Island

JoAnne K. Flodin
Dept. of Children, Youth, &
Families
Division of Community Svcs.
Day Care Licensing
610 Mt. Pleasant Avenue
Providence, RI 02908
(401) 457-4995

South Carolina

Helen Baxter & Barbara Yandle
Ofc. of Children & Family Svs.
SC Dept. of Social Svs.
P.O. Box 1520
Columbia, SC 29202
(803) 734-5740

Tennessee

Carolyn Deal
Licensing Unit
Dept. of Human Svs.
Citizens Plaza
400 Deaderick
Nashville, TN 37246-9800
(615) 741-7129

Utah

Ilene Olson
Dept. of Human Services
Office of Licensing
120 North 200 West
Salt Lake City, UT 84114
(801) 538-4242

Virginia

Mary Zoller/Aireda Redd
Div/Licensing Program - DSS
8007 Discovery Drive
Richmond, VA 23229-8699
(804) 662-9025

West Virginia

Kay Tilton
Dept. of Health & Human Svs.
Washington St., East
Capitol Complex, Bldg. 6,
Room 850-B
Charleston, WV 25303
(304) 348-7980

Wyoming

Glennda Lacey
Dept. of Family Services
Hathaway Bldg.
Cheyenne, WY 82002
(307) 777-5994

South Dakota

David Hanson
DSS - Child Protection Div.
Kneip Building
700 Governors Drive
Pierre, SD 57501
(605) 773-3227

Texas

T. Douglas Sanders
TX Dept. of Human Svcs.
P.O. Box 149030
Mail Code W-403
Austin, TX 78714-9030
(512) 450-3253

Vermont

Coleman Baker
Children's Day Care Unit
Div. of Lic. & Reg.
103 S. Main Street
Waterbury, VT 05676
(802) 241-2158

Washington

Pat Dickason - Prog. Mgr.
Div. of Children & Family Svcs
P.O. Box 45710, Mail Stop OB-41
Olympia, WA 98504
(206) 721-4079

Wisconsin

David B. Edie
Dept. of Health & Soc Svcs 1900
Office of Regulation and
Licensing
P.O. Box 7851
Madison, WI 53707
(608) 266-9314

THE CHILDREN'S FOUNDATION
725 Fifteenth Street, N.W., Suite 505 • Washington, D.C. 20005
(202) 347-3300



BOARD OF DIRECTORS

Barbara Bode (Chair)
Council of Better Business Bureaus
4200 Wilson Boulevard
Arlington, VA 22203

Alyce P. Hill
Cities-In-Schools, Inc.
213 Executive Drive, #360
Mars, PA 15205

Arthur Frankel (Secretary)
School of Social Work
Rutgers University
New Brunswick, NJ 08903

Alan Madian
Madian Economics, Inc.
1701 K Street, N.W., #805
Washington, DC 20006

John V. Surr (Treasurer)
8217 Lilly Stone Drive
Bethesda, MD 20817

Mary Mahoney
Lauren Ballynegowen
Lisnagry Limerick
Republic of Ireland

Pablo Eisenberg
Center for Community Change
1000 Wisconsin Avenue, N.W.
Washington, DC 20007

Debra L. Neisler
Child Care Consultant
Wild Goose Lane
Norwalk, CT 06851

Leslie R. Wolfe
Center for Women Policy Studies
2000 P Street, N.W., Suite 508
Washington, DC 20036